NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

August 2, 2013
9:00 AM- 1:00 PM
Jim West Regional Transit Center
Board Room

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – July 12, 2013
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

None

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

A. **Discussion and Consideration of Fleet Purchase with the use of State Capital Outlay Funds**
Sponsor: Anthony J. Mortillaro, Executive Director and Gus Martinez, Fleet and Facilities Maintenance Manager. *Attachment.*

B. **Discussion and Direction Regarding the Alternative Fuels Analysis and Future Use in District Fleet**
Sponsor: Anthony J. Mortillaro, Executive Director and Michael Kelly, Transit and Facilities Operations Manager. *Attachment.*

C. **Discussion and Consideration of Resolution 2013-20 Adopting an Operating and Capital FY14 Budget Amendment**
Sponsor: Anthony J. Mortillaro, Executive Director and Glenda Aragon, Finance Manager. *Attachment*.

D. **Discussion and Consideration of Resolution 2013-21 Approving Annual Fourth Quarter Financial to DFA**
Sponsor: Anthony J. Mortillaro, Executive Director and Glenda Aragon, Finance Manager. *Attachment*

E. **Discussion and Consideration of Resolution 2013-17 Regarding New Mexico State Public Employees Retirement Association (PERA) Social Security Participation and Election Choices for NCRTD**
Sponsor: Anthony J. Mortillaro, Executive Director.

F. **Discussion and Consideration of Resolution 2013-16 Adopting the Fiscal Year 2014 Compensation Plan**
Sponsor: Anthony J. Mortillaro, Executive Director. *Attachment*

G. **Discussion and Consideration of Resolution 2013-19 Amending Rule 3 – Compensation and Classification within the Personnel Rules and Regulations**
Sponsor: Anthony J. Mortillaro, Executive Director.

DISCUSSION ITEMS:

H. **Financial Report for June and July 2013:**
Sponsor: Anthony J. Mortillaro, NCRTD Executive Director and Glenda Aragon, Finance Manager. *Attachment*

I. **Finance Subcommittee Report:**
Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, NCRTD Executive Director. *Attachment: Agenda and Minutes from June 28, 2013 and July 12, 2013.*

J. **Tribal Subcommittee Report:**
Sponsor: Chair Mary Lou Valerio and Anthony J. Mortillaro, NCRTD Executive Director.

K. **Executive Report for July 2013 and Comments from the Executive Director:**
1) **Executive Report**
2) **Performance Measures**
3) **Ridership Report for June 2013**

L. **Closed Session –** closed session of the meeting pursuant to NMSA 1978, Section10-15-1 (H) (7), subject to the attorney-client privilege regarding Threatened or Pending Litigation arising from District Compliance with laws regarding retirement benefits.

M. **Reconvene in Open Session:** possible action item from closed session.

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: September 6, 2013 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, July 12, 2013
10:00 a.m. - 1:30 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 10:21 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County		*Mr. Philo Shelton*
Rio Arriba County		*Mr. Tomás Campos*
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County		*Commissioner Miguel Chávez*
Nambé Pueblo		*Mr. Lonnie Montoya*
Pojoaque Pueblo	*Mr. Tim Vigil*	
Ohkay Owingeh	Absent	
San Ildefonso Pueblo	Absent	
Santa Clara Pueblo		*Mary Lou Valério*

Tesuque Pueblo	Absent	
City of Santa Fé	Absent	
City of Española	Absent	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	Absent	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Financial Manager
Mr. Jim Nagle, Public Information Officer
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Erick Aune, Santa Fé County
Mr. David Harris, NMDOT
Mr. Mike Swallow, Consultant
Mr. Leandro Cordova, Taos County

4. INTRODUCTIONS

All present introduced themselves to the Board.

5. APPROVAL OF AGENDA

Councilor Ring moved to approve the agenda as presented. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

6. APPROVAL OF MINUTES – June 7, 2013

Councilor Ring moved to approve the minutes of June 7, 2013 as presented. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

7. PUBLIC COMMENTS

There were no public comments.

8. PRESENTATIONS

There were no presentations.

9. ACTION ITEMS FOR APPROVAL/DISCUSSION

A. Discussion and Consideration of Resolution 2013-10: Adoption of the FY14 Annual Service Plans submitted by the City of Santa Fé and Los Alamos County Providing for Specific Regional Routes Funded by NCRTD Regional Transit Gross Receipts Tax (RTGRT) and Acknowledgment of the Santa Fé County Service Plan

Mr. Mortillaro said in order to expend GRT revenues for regional services, the District required a resolution approval by the Board. For FY14 they received the service plans from Santa Fé County and Los Alamos County. There was no change from prior years. The cost allocation had declined for those routes. The Board was using the same revenue allocation formula. Because there were fewer revenues (about $70,000 less overall), they were allocating on a quarterly basis. Additional costs meant the transits absorbed the extra costs.

He noted the addition of a new “whereas statement” (fourth) on page 17. That section basically required both transit systems to provide notice to patrons in prominent signage where the revenue came from so riders would know that the regional GRT had paid for all and part of their services. That was the only change from prior years and the transits had no objection.

Santa Fé County submitted their transit service plan. In years past they had a unified plan for both county and city but not any longer. In the County resolution they were supporting the expansion of NM-599 and other routes that would be considered in the District future Long Range Service Plan.

Commissioner Chávez said the fifth whereas reveals Santa Fé County support for future routes when appropriate - 2013-14.

Mr. Dwyer said it was consistent with the methodology.

There were no speakers from the public regarding this matter.

Commissioner Chávez moved to approve Resolution 2013-10. Chair Barrone seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

B. Discussion and Consideration of Resolution 2013-15 Amending the North Central Regional Transit District Personnel Rules and Regulations

Mr. Mortillaro said there were a number of changes to personnel rules and regulations initially adopted in 2012 and amended in April 2013. These amendments related to aligning these policies as they applied to non-represented employees and reflected the collective bargain agreement regarding holidays and vacation accruals. Also harassment, housekeeping and violence in the workplace. Mr. Mortillaro inquired of the Board if they wanted a detailed presentation of all the changes and the Board choose not to have a review of the changes.

Mr. Mortillaro said the Finance Committee made some modifications and this reflects the review of Legal Counsel, as well.

Mr. Campos suggested just accepting the Finance version approval.

There were no speakers from the public regarding this matter.

Mr. Shelton moved to approval the red-lined document as amended. Mr. Montoya seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

C. Discussion and Consideration of Contract Award for the Conceptual Design of a Maintenance Facility, Vehicle Wash Bay and Fueling Station

Mr. Mortillaro said in 2010 the District received 5304 money ($62,000 which was inclusive of the 50% match). It has been in the budget since then and they have requested and received three amendments from DOT to moving that money forward until the District could have an analysis of internal vs. external maintenance. In January the staff were directed to proceed with a conceptual design for such a facility. At the last Board meeting the Board approved submission of the TIGER Five grant so at some point the Board would decide whether to go forward or not with actual construction if these funds are received.

The Staff issued the RFQ in accordance with the State procurement process. Based on that, they received five statements that were submitted and had an evaluation team with Ms. McGuire, Mr. Martínez, Mr. Shelton and Mr. Mortillaro. Each team member independently ranked them and then they met and reviewed them and one proposal was at the top - Huitt-Zollars. Then they refined the scope of services. Their initial submittal was about twice the money the District had available and they used a "best and final offer" approach to negotiate the cost to budget parameters.

They didn't have to take a lot out of the scope and the contractor had been generous for the money the District had available to use. The scope was shown on page 198 in the packet in which they would go through the pre-design phase. They would do a space needs analysis and design document. They would also do the schematic design phase that would give a site plan, a floor plan and an elevation plan. The conceptual design and documents will be completed in 16 weeks.

There were reimbursable items that exceeded the budget and they would find resources for those items if needed. He hadn't located any topographic survey that had been done at the time this site was purchased. If they couldn't get an EA exclusion there would be extra cost for that. If needed, they would look at comparables in Rio Arriba County and Los Alamos County. The Firm is in Albuquerque and said they could do the job we need for the money available.

Mr. Montoya asked if the CATEX (categorical exclusion) from 2009 was available.

Mr. Mortillaro said they hadn't been able to locate them yet.

Commissioner Chávez asked when they would know if they had to do the EA or not. That could kill the project.

Mr. Mortillaro said that's why they were trying to find the CATEX. If they could find it, that would take care of it. But even if they had to do a full-blown EA, he didn't think they would find anything different from what was discovered when the existing building and parking facilities were constructed.

Mr. Dwyer said when the District acquired the property, the only identified problem in the EA was an old well head on the back of the property. It was examined and was not for storage tanks or anything like that. So there were no risks at the time. There was no history of such storage like there was with the Santa Fé courthouse.

Commissioner Chávez said with that history, he was more comfortable with it.

Mr. Shelton said this was clearly the best proposal they had.

Mr. Montoya moved to approve the Contract for Conceptual Design with Huitt-Zollars. Councilor Ring seconded the motion.

There were no speakers from the public regarding this matter.

Mr. Dwyer reported that it followed legal protocol.

Chair Barrone asked if the agreement would require the contractor to have a local address for GRT revenues. He said they were doing that in Taos County.

Mr. Mortillaro asked if that would be at the construction phase. Chair Barrone agreed.

Mr. Montoya asked if the design would make it meet the LEED standard. Chair Barrone agreed.

The motion passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

Mr. Campos excused himself from the meeting.

D. Discussion and Approval of Services Agreement No. AGR14-4014 between Los Alamos County, the North Central Regional Transit District (NCRTD), and Avail Technologies, Inc. For the purchase of Intelligent Transportation System (ITS) Components and Services

Mr. Kelly shared a power point presentation with the Board to address the ITS proposed. He explained that the District and Los Alamos County were separately pursuing ITS - AVL/CAD systems and both entities realized the potential savings from doing this together. Legal Counsel from both agencies agreed.

So they issued a joint RFP and got five respondents and narrowed that to two finalists and with a joint evaluation team came up with joint purchase agreement with the Los Alamos County Purchasing Department taking the lead.

Mr. Kelly reviewed the GPS technology that had been used by transit systems around the world.

NCRTD had $450,000 and Los Alamos County had $480,000 for this project. The goal was to increase ridership, improve efficiencies, enhance coordination and improve safety. With this system the District could be part of Google Transit so people in the nation could map their travel through the NCRTD.

Mr. Mortillaro explained how the public could find out where the vehicles were. It would provide better management and real time management of the vehicles.

Mr. Kelly said they were not purchasing the safety inspection module now but could later. With it they could do pre-trip inspections including cycling the ADA lift. The system had mobile data terminals to document boarders and departures at each site.

Councilor Ring asked about communication boundaries.

Mr. Kelly said there were some physical barriers like Taos Canyon that would block communications. He said they were still improving radio coverage. They would also have a cellular package that provides a little better coverage.

Mr. Mortillaro said they didn't have to buy additional servers. The system was turnkey from this company, It included all training, all hardware and software and updates as they occur.

Mr. Shelton said this was the trend in the industry. Santa Fé Trails and Albuquerque Ride had this technology now.

Mr. Kelly referred to page 203, 3rd paragraph that showed the joint proposal request and listed the five proposals received in May. The recommendation was to approve Avail Technologies at a cost of $443,440. Hosting was $28,000 and the maintenance fees would increase 5% annually. The package included vehicle location, mobile data terminals, CAD, GPS, and bus stop monitors. (Screen information).

Mr. Mortillaro said it would also provide query tags on each bus stop sign accessible by smart phones.

Mr. Vigil asked what information was provided from the scan.

Mr. Kelly said it provided your route and time of bus arrival. The District's 35 vehicles were included now and replacement buses would get the system installation up to 40 buses. The next bus information would be live at certain locations. Avail would maintain our program and host everything in the cloud so our data was readily available to us. Scheduling software for on-demand services was also included.

Los Alamos County approved the purchase on June 25 and the recommended action was AGR14-4014 between Los Alamos County, NCRTD and Avail Technologies for components and services.

Councilor Ring moved to approve the purchase AGR 14-4014 as presented. Mr. Vigil and Mr. Montoya seconded the motion.

Chair Barrone asked Mr. Kelly if he had watched this in action with a tour at another facility.

Mr. Kelly said he toured the competitor at Santa Fé and looked on-line at both competitors and visited other towns where they had real-time information on the street. It was very user friendly.

The motion passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

Mr. Mortillaro acknowledged that this was not an easy set of specs to develop and went through two different processes. Los Alamos County staff did a lot of work on this. Their procurement staff were better equipped and took the lead with Mr. Kelly and Ms. McGuire and also Mr. Dwyer's participation in reviewing the documents and agreements to meet legal and federal requirements. He thanked Mr. Shelton for his work as well. There was more hard work ahead with nine months of implementation. It will be a great addition to how NCRTD will provide service to the public.

Mr. Vigil moved to have a ten-minute break. Councilor Ring seconded the motion and it passed by unanimous voice vote.

The meeting resumed at 11:54 a.m.

E. Review and Discussion of Compensation and Classification Study-General and Non-Represented Positions and Possible Action

Mr. Mortillaro explained the issue and the consultant was here to go through the plan. Last time, the Board authorized him to seek a consultant to do a study to compare the plan. The District also did the study in 2007 that resulted in the step plan so it had gone for six years without going back to the market to check out prevailing wages. He did an RFP and got two submittals and PCCS was chosen. Mike Swallow was also retained by the District to establish the compensation for the E. D. Position a year and a half ago. So he was very familiar with NCRTD and the company had done a lot of work here in New Mexico.

Mr. Swallow reviewed the study that was included in the HR notebooks each Board member had.

He explained that employee involvement was a big part of this work. They participated in a "work values survey." He displayed the results of the survey and explained the slide showing the survey and how the rankings were achieved. The employees' perceptions were then compared with the market. The other step was for employees to complete a questionnaire.

Then his associate met with employees to review job descriptions and the suggested changes were then reported in the notebook.

Out of that came an analysis on preferences and values. Job Knowledge was the #1 value (page 58). He shared how it was set up and listed the dimensions and components. The last factor was work environment.

Out of that analysis he arrived at a "worth of work value" (page 62) listing each position title and the associated value. He noted that all District employees fell within the market average with one exception. He presented the least cost implementation on pages 75-77. He said there were a couple of individuals to recommend to adjust to the minimum range including Gus Martínez and a part-time fleet and facilities worker.

Mr. Swallow showed the compensation plan (without steps). He briefly explained the chart and how to use it. He clarified that this was the recommendation.

Mr. Mortillaro said, based on the results, that there were only two positions to move up to be above the minimum and if the Board adopted the study, those two would get adjustments up to the range. The one position that was above the maximum would be circled in red and instead of a raise would get a one-time bonus for performance if appropriate. These study results applied only to non-represented employees.

Mr. Swallow went to the benefits data (page 78) and compared District benefits with other entities. The percentage of employer share varied quite a bit. He said the District was a little bit better than the others but there were other factors to consider. For retirement, New Mexico was aggressive in contribution requirements by law (PERA). The District still needed to decide how to handle the new PERA required contribution.

Mr. Mortillaro proposed going into closed session to consider the data related to collective bargaining employees which was preliminary to negotiations. The agreement included new rate consideration and the union wanted to consider it in the negotiations.

Chair Barrone said the Board would need to amend the agenda for having the closed session now.

J. Closed Executive Session - pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations.

Mr. Vigil moved to amend the agenda and go into closed executive session pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations. Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

The Board went into closed session at 12:28 p.m.

During the closed session, Ms. Valério left the meeting.

The Board returned to open session at 1:16 p.m. with no quorum remaining.

Chair Barrone announced to the public that during the closed session no actions were taken and the only matters discussed were matters permitted under NMSA 1978, Section 10-15-1 (H) (5) regarding collective bargain strategy preliminary to collective bargaining negotiations.

Mr. Montoya moved to adjourn the meeting. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

10. DISCUSSION ITEMS:

F. Financial report for June 2013

This item was not considered.

G. Finance Subcommittee Report

This item was not considered.

H. Tribal Subcommittee Report

This item was not considered.

I. Executive Report for June 2013 and Comments from the Executive Director

1) Executive Report

2) Performance Measures

3) Ridership Report for May 2013

These items were not considered.

J. Closed Executive Session - pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy

preliminary to collective bargaining negotiations.

This matter was considered earlier in the meeting.

K. Reconvene to Open Session: possible action from closed session.

This item was not considered.

11. MATTERS FROM THE BOARD

This item was not considered.

12. MISCELLANEOUS

There were no miscellaneous items considered.

13. ADJOURNMENT

Next Board Meeting scheduled for August 2 at 9:00 a.m.

The meeting was adjourned at 1:17 p.m.

Approved by:

_____
Daniel R. Barrone, Chair

Attest:

_____
Geoffrey Rodgers, Secretary

Submitted by:

_____
Carl Boaz, Stenographer

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 2, 2013
Agenda Item - A

Title: FY 2014 Bus Procurement

Prepared By: Mike Kelly, Transit Operations Manager; Gus Martinez Fleet/Facilities Manager

Summary: Procurement of two, twenty passenger buses which will replace 2-18 passenger buses that meet the mileage and age replacement criteria set forth by NMDOT

Background: On February 1, 2013 the board approved the award of NCRTD Purchase Agreement NCRTD-2012-001 for purchasing buses, which was solicited for bids on December 12, 2012. On April 5, 2013 the FY 2014 State Capital Outlay Funding request for $170,000 was approved in the 2014 Legislative Session.

Recommended Action:

Authorize the Executive Director to execute the purchase of two (2) -20 passenger buses in the amount of $167,008.00 from National Bus Sales.

Options/Alternatives: Not approve award: Approved funds would be jeopardized.

Fiscal Impact: The FY 2014 Capital budget includes reimbursement funding for this acquisition. Total cost of purchase is $167,008.00

Attachments: Pricing and options summary.

PRICING AND OPTIONS SUMMARY

ITEM Description	Base Price	QTY	Amount
BUS, 20 PASSENGER, ADA EQUIPPED	$78,074.00	2	$156,148.00
OPTIONS			
DRIVER'S SEAT UPGRADE	$1,295.00	2	$2,590.00
CURB-SIDE BLIND SPOT CAMERA	$1,865.00	2	$3,730.00
REAR BACKUP CAMERA	$495.00	2	$990.00
THREE BIKE RACK SYSTEM	$550.00	2	$1,100.00
TWO ADDITIONAL PASSENGER SEATING	$1,225.00	2	$2,450.00
		TOTAL:	**$167,008.00**

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 2, 2013

Agenda Item - B

Title: Discussion and Direction regarding the Alternative Fuels Analysis and future use in the District's Transit Fleet.

Prepared By: Mike Kelly, Transit Operations and Maintenance Manager; Gus Martinez, Fleet and Facilities Manager

Summary: The Alternative Fuels Analysis to be discussed compares the kinds of alternative fuels currently being utilized in the public transit industry and provides options for the NCRTD's future fleet purchases.

Background: As climate change has become a foremost issue for businesses, governments and people throughout the USA and around the world, the need to reduce the use of traditional fossil fuel products like gasoline and diesel fuel in order to lessen their agencies carbon footprint, has become reflected in the types of alternative fueled vehicles these entities are purchasing and utilizing today. Whether you agree or disagree with the arguments on climate change, anytime you can reduce pollutants in your daily operations, it is the right thing to do. Governor Bill Richardson signed an executive order in 2005 requiring cabinet-level state agencies, public schools, and institutions of higher education to meet 15 percent of their transportation fuel needs with ethanol or biodiesel by 2010. The order also requires those agencies and schools to buy alternative-fuel or hybrid vehicles for 75 percent of their vehicle purchases each year. The governor also signed an order requiring state agencies to reduce their fuel use, and urging the rest of the state to follow suit. In 2011, the State enacted legislation setting forth criteria for the distribution and taxation of alternate fuels.

The NCRTD is committed to provide safe and reliable transportation within the four county district to which it serves. Included in that goal is the desire to do it in a way that leaves minimal impact on the environment in North Central New Mexico. Looking forward to acquire and utilize alternative fuel vehicles in transit service would be a major factor in accomplishing that goal. In

order to do so, the District should look at viable options available with alternative fuels for its vehicles.

As simple as it may sound in saying "pick and alternative fuel that works and go with it," there are a few things one must take into consideration when choosing an alternative fuel for the District's fleet that travels daily in the four counties, 10,000 square mile area and can remain providing reliable and safe transportation:

1. What fuels are available in our transit bus applications on the market today?
2. Which alternative fuels would best suit the District's fleet operations?
3. What infrastructure improvements would be needed for District facilities per fuel type?
4. Are alternative fuels available in all of the locations where the District operates?
5. What are costs for alternative fuels as compared to current gasoline and diesel costs?

The major forms of alternative fuel sources for transit operations in popular use today are Bio-Diesel, Diesel-Gas/Hybrid Electric, Compressed Natural Gas (CNG) and Propane (LPG). Other alternative modes include total electric and hydrogen fuel cell but are expensive and not feasible for rural applications at this time. This analysis will look at the four major sources in use today.

Bio-diesel is a mixture of 20% to 90% various corn or soy bean oils and or animal fats with diesel fuel. These mixtures burn cleaner and reduce a number of pollutants as compared to burning straight diesel fuel. This is one of the popular early alternatives utilized in the late 90's and early 2000's. It is also a source cited in the former Governor's executive order. However, as ultra clean diesel (removal of sulfur) came on the market in mid-2000's, fuel suppliers of bio fuels had difficulty finding combinations of compatibility with oil blends and new chemical compounds of the ultra-clean diesel especially in winter fuel blend mixtures. Transit agencies in most areas of the USA that use bio-diesel only run bio mixtures in the warmer months and eliminate bio blends completely from October through March. Bio-diesel average cost is $0.26 more per gallon than a comparable cost per gallon of regular diesel fuel.

Gas/Diesel – Hybrid Electric systems use a standard gasoline or diesel motor coupled with and electric drive system. There are few manufacturers of these systems but the standard in the industry is the GM Allison design dual parallel drive system. In layman's terms this system is a larger version of the Honda Prius hybrid. This system is effective in heavy duty transit buses that operate intercity routes that experience frequent stop and go and seldom exceed speeds of over 40 mph. The electric motor portion accelerates the bus from 0 to approximately 35 mph. At that point forward the gas or diesel motor propels the bus at the higher speeds. When the bus slows down the electric motor begins to regenerate and store energy back into the battery pack for later electric motor use. This saves approximately 30% on break wear and 35-40% on fuel consumption. The duel parallel drive hybrid can deliver 90-percent less nitrous oxide into the atmosphere while achieving 50-percent better acceleration than a bus equipped with a normal diesel power-train. However, current technology for hybrid electric applications in medium duty vehicles like the District's larger transit buses, have recently began to make their way into standardized production, but are still lagging behind the small vehicle and heavy duty markets. Costs for purchasing a hybrid electric vehicle can be one half to two thirds higher than the cost of a normal gas or diesel powered vehicle. Battery packs are expensive to replace and last about 2

½ - 4 years. Infrastructure for hybrid-electric is no different than that of a standard gasoline-diesel fuel fleet. No special fueling devices are required.

Compressed Natural Gas (CNG) is one of our nation's and New Mexico's natural resources. Refined natural gas is compressed and stored into high pressure cylinders, thus the term Compressed Natural Gas or CNG. CNG can be utilized in a variety and sizes of vehicles from small sedans to medium duty, to heavy duty transit buses. Normal gasoline engines can be equipped at the factory or converted at the dealership to operate on CNG. There are also some engines specifically designed and built for heavy duty transit buses to run only on CNG. Natural gas is one of the cleanest burning fuels with the least amount of emitted pollutants. CO_2 emissions are about 20% less than diesel fuel and 18% less than gasoline. It is also readily available in most cities and towns. However, the specific infrastructure required to fuel vehicles is expensive and can range up to $750,000 for the District's fleet. Cost for a gallon equivalent of CNG is approximately $1.20 per gallon. If the infrastructure cost are carried by a contractor supplier and facilities maintained over a 10 year period, depending on annual volume usage, can increase cost per gallon to $2.00-$2.50. A major issue is that many of the District's long distance high usage vehicles are not located in Espanola but in Taos. This would require property acquisition in the Taos vicinity and additional infrastructure costs.

Propane is a byproduct of both natural gas and crude oil refining. Additionally it is readily available in New Mexico. Propane has been used as a motor fuel (vapor/carburetion) in various sized vehicles since the 1940's. Most recently, the fueling process has been improved (liquid injection) for efficient performance in modern engines. Propane is being used in light duty to medium and heavy duty vehicle operations. Gasoline engines can be converted post factory and warranted by the manufacturer. Propane's CO_2 emissions are about 11% better than diesel fuel and 8.6% better than gasoline. Cost per gallon at the supplier's pump is slightly better than gas pump price @ $3.07 per gallon as compared to current $3.39 per gallon gasoline and $3.69 for diesel fuel. Infrastructure is similar to aboveground storage/dispensing for gasoline and diesel fuel. Additional savings can be realized with bulk purchase and storage reducing cost to approximately $1.60-2.00 per gallon. The cost for infrastructure for storage and dispensing in Espanola is approximately $45-50,000. Propane for motor fuel is also available at most all of the District's operating locations.

Considering the facts of the District covering four counties and 10,000 square miles, it is logical to retain a portion of the fleet utilizing standard fuels. There is however, a great potential for either Propane or CNG as a future alternative fuel for the District. Pricing for these alternative fuel options have already been established in the District's current bus procurement pricing agreement. Additional costs for new units (18 passenger or less) purchased by the district are: $17,750.00 for propane and $25,950.00 for CNG. Piggyback options or new bid specs on medium-heavy duty buses (28-40 passenger) that include alternative fuel options of CNG or Propane will be considered when preparing the purchase of larger buses.

A practical way to properly compare, test MPG, tank capacity (mileage range), horsepower/performance, service availability/maintenance and fuel consumption/costs would be to purchase 2 identical vehicles of either CNG or propane. Operating 2 units, built exactly alike, running in similar route settings would allow the fleet management to determine a particular

performance issue of a vehicle or an issue of idiosyncratic design-build issue by the manufacturer. Another option would be to purchase identical vehicles; 1 powered by propane, and 1 powered by CNG, comparing one vs. the other.

Recommended Action:

Staff is recommending 2 options for the Board to consider. Both options offer a pathway for the District to move towards building a fleet that utilizes alternative fuels.

Option1: Purchase 2 medium duty Propane powered vehicles in FY15 to operate out of Espanola Area. Test performance criteria on both to determine future purchases. Propane is the cheaper option and the fueling sources are readily available in all areas of the District.

Option 2: Purchase 1 medium duty propane powered vehicle1 in FY15 to operate out of Espanola Area and 1 CNG medium duty vehicle to operate out of the Santa Fe area. Test both for performance and future purchases. Propane fueling sources readily available in all areas of the District. CNG fuel could be purchased at the commercial fueling site located at the City of Santa Fe, Santa Fe Trail's site in Santa Fe.

Options/Alternatives:

The Board could recommend to staff to seek other alternative fueling options.

The Board could recommend no action at this time.

Fiscal Impact:

Propane Option per 18 passenger vehicle: $17,750

CNG Option per 18 passenger vehicle: $25,950

Propane or CNG Option for 28 – 40 passenger vehicles: Cost to be determined at time of new bid or available piggyback purchase.

.

Attachments:

- Comparison chart
- End use CO_2 chart

Property	Fuels					
	Gasoline	**Diesel #2**	**Biodiesel**	**Hybrid Electric**	**Compressed Natural Gas (CNG)**	**Propane (LPG)**
Gasoline Gallon Equivelent	100%	1 gallon of Diesel has 113%	B100 has 103% of the energy to 1 gallon of gasoline or 93% to 1 gallon of diesel. B20 has 109% to gallon of gasoline or 99% to a gallon of diesel.		5.66 lbs or 126.67 cu. Ft. of CNG has 100% energy to 1 gallon of gasoline	1 gallon of propane has 73% of the energy to 1 gallon of gasoline.
Maintenance Issues			Hoses and seals may be affected by higher percent blends, lubricity is improved over that of regular #2 diesel.	Batteries may need to be replaced from 2 1/2 to 4 years at high expense. Plus 30% more brake life.	High pressure tanks require periodic inspection and certification.	Some extended fleet life, 2-3 years longer. Extended intervals btween PMs.
Cost Per Gallon	$3.30 -$3.65 per gallon.	$3.70 - $4.25 per gallon.	Costs $.26 more per gallon than diesel.	30% - 40% savings on fuel consumption.	$1.20 per gallon to 1 gallon gasoline equivelent. But $2.00 -$2.50 on infrastructure - maintenance agreement with contract supplier.	$3.07 per gallon
Infrastructure costs	$150,000 for basic aboveground storage and dispensing for gas and diesel.	Included with gasoline.	The same as gasoline and diesel. With an additional tank added - estimated @ $30,000.	The same as gasoline and diesel.	$175,000 for compressor station and dispensing.	$25-30,000 for tank and dispensing.
End use CO_2 emissions	70.9	73.2	52% less estimated - B100	90% less estimated (2009)	53.1	62.3

other greenhouse gases, such as hydrofluorocarbons (HFCs) and sulfur hexafluoride, but these are not considered in this report because they are not products of fossil fuel combustion.

Greenhouse Gas Emissions from Fuel Combustion

In general, lighter hydrocarbons release less CO_2 during combustion than heavier hydrocarbons because lighter hydrocarbons consist of fewer carbon atoms per molecule. The mass of CO_2 released per British thermal unit (Btu) of fuel — the "carbon content" — is a good first-order indicator of the CO_2 emissions comparison between fuels. The carbon content for eight common fuels is shown in Table 2.2.

While it is a good indicator, carbon content represents only one component of the CO_2 emissions equation. The amount of fuel consumed plays an equally important role. Fuel consumption varies by fuel type and technology for each application. For example, since compression (diesel) engines are generally more efficient than spark-ignition engines, part of the CO_2 emissions disadvantage of diesel compared to other fuels is offset. (Further details for estimating CO_2 emissions are provided in the Methodology section.)

Small amounts of CH_4 and N_2O are also emitted during combustion, though they represent a much smaller portion of the human-caused greenhouse gases compared to CO_2. In the United States, CH_4 and N_2O together represent less than 1 percent of the total CO_2-equivalent emissions from stationary combustion sources (EPA 2008).

Table 2.2. CO_2 Released per Btu

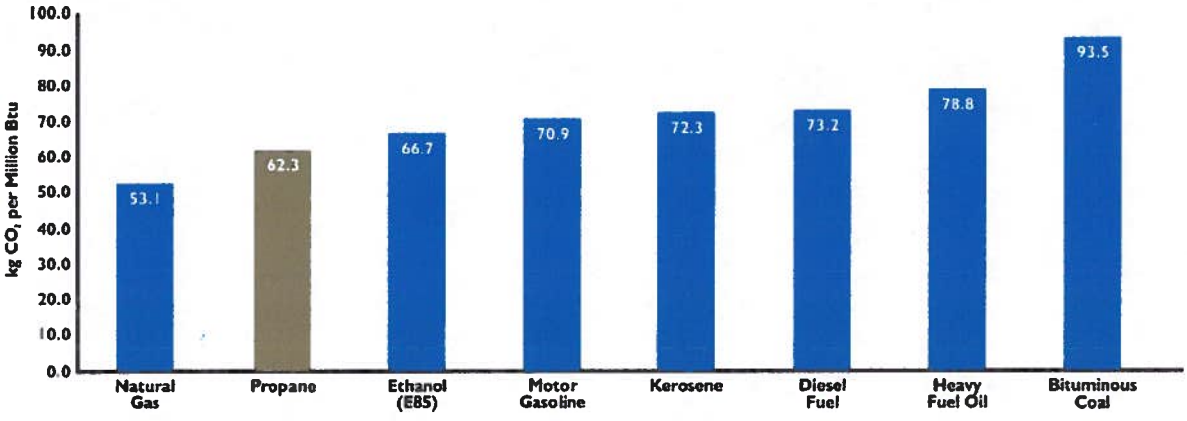
Fuel Type	kg CO_2 per million Btu
Natural Gas	53.06
Propane	62.30
Ethanol (E85)	66.70
Motor Gasoline	70.88
Kerosene	72.31
Diesel Fuel	73.15
Heavy Fuel Oil	78.80
Bituminous Coal	93.46

Estimates based on chemical composition of the fuel with 100 percent combustion, and based on average speciation of transportation fuels, except kerosene, heavy fuel oil, and bituminous coal, which are based on average speciation for stationary combustion use.

Source: EIA 2007

The greenhouse gas footprint of propane is relatively small compared to other fuels in terms of total emissions and emissions per unit of energy. Propane has the lowest on-site emission rate of the major energy sources, with the exception of natural gas (see Figure 2.1). In terms of life-cycle greenhouse gas emissions, propane produces significantly lower emissions than gasoline, diesel, and electricity on a per-Btu basis (see Figure 2.2). Actual life-cycle emissions levels depend on the nature and efficiency of the end-use application and therefore must be estimated on an application-specific basis.

Figure 2.1. End-Use CO_2 Emissions for Various Fuels



Source: EIA 2007
End-use emissions estimates based on chemical composition of the fuel with 100 percent combustion.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 2, 2013
Agenda Item - C

Title: Resolution No. 2013-20 authorizing a Budget Amendment of Fiscal Year (FY) 2014 Capital Budgetary encumbrance from FY13 for the completion of the expenditure line item of NCRTD shelters and associated materials; and increasing the budgeted hours for the part time regular fleet and Facilities Maintenance Worker position.

Prepared By: Glenda Aragon, Finance Manager

Summary: Resolution No. 2013-20 if approved allows staff to encumber FY13 capital funds for the purchase of the remaining NCRTD Shelters and related items; and increase the budgeted hours for the part time Fleet and Facilities Maintenance Worker position.

Background:

Shelter/Capital Encumbrance

The NCRTD was awarded Capital funds for Shelters, Signage, Trash Receptacles and Schedule Holders in the amount of $80,000, through a NMDOT 80/20 Grant in Fiscal Year 2013. Since this is a Federal Grant award it provides for allowable expenditure through the Federal fiscal year which ends on September 30, 2013. NCRTD budgeted in FY13, $80,000 and expensed $48,506 of the $80,000. It had been anticipated that the items would have been purchased in 2013 however, due to the need to obtain Board approval in respect to a new shelter design, the acquisitions were held until FY 2014. This leaves the District with the remaining amount of $31,494.00 to expense/purchase shelters and related items in FY14.

To accomplish the total expenditures to purchase shelters and shelter related items, staff is requesting the amendment of the capital budget so the remaining funds of $31,494.00 can be fully utilized, in order to obtain the Federal Grant Reimbursement for this line item.

Reallocation of Hours for Maintenance Position

The NCRTD has Budgeted 20 hours a week for the Fleet and Facilities Maintenance Worker position in the FY14 Budget which was equal to 1040 hours per year and is requesting to increase the annual hours assigned to this position by 52 hours. This request will increase the hours per week from 20 to 21 hours, resulting in a budgeted line item adjustment of $691.60. This increase in hours will allow the position to qualify for health benefits and enhance retention. The additional hour per week was not budgeted however the medical benefits were budgeted and allocated in the FY14 budget. This position was also budgeted for PERA benefits ($1,538) that this position does not qualify for. The offset in PERA contribution savings will offset the costs associated with the 1 hours a week increase for this position.

Recommended Action:

The Finance Sub-committee met on July 26 and reviewed and discussed the proposed request for a budget amendment to the capital line item of $31,494 into FY14 to facilitate the acquisition and purchase of the remaining shelters and related items as well as the request to increase by 1 hour per week for the Fleet and Facilities Maintenance Worker position. The Finance Subcommittee is recommending that the Board consider approval of this request.

Options/Alternatives:

1. Take no action; or
2. Endorse the Budget amendment recommendations as presented (recommended).

Fiscal Impact: Endorsing the plan of action would encumber the Funds not expensed in FY13 for continued purchase of shelters and associated items in budgeted FY14 and receive reimbursement funding associated with the federal grant; and the increase of budgeted hours for the Fleet and Facilities Maintenance worker for employee retention. These actions will allow NCRTD to maintain funding in the budget and employee retention.

Attachment:

Encumbrance Budget Request FY14-Worksheet
Personnel Salary Schedule for FY14 Budget

North Central Regional Transit District (NCRTD)

Resolution 2013-20

Fiscal Year 2014 Budget Amendment

WHEREAS, the Governing body in and for the NCRTD has developed a budget for fiscal year 2014; and

WHEREAS, It was realized that the Capital federal funds allotted through FY2013 NCRTD fiscal year 2013, were not completely expensed for the purchase of NCRTD shelters and associated materials; and

WHEREAS, the request to modify the Fiscal 2014 Budget in the amount of $31,494 will allow the remaining Capital Funds to be expended prior to the end of the Federal fiscal year; and

WHEREAS, the request to increase the part time regular Fleet and Facilities Maintenance Worker position in the FY14 Budget from 20 hours per week to 21 hours per week for a total of an additional 52 hours per year in the FY14 budget will allow for employee retention; and

WHEREAS, it has been determined that certain adjustments as identified above need to be made to the previously approved FY14 budget; and

WHEREAS, the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the budget amendments described herein and amended FY 2014 budget and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

NOW THEREFORE BE IT RESOLVED THAT THE ATTACHED AMENDED BUDGET WAS PASSED, APPROVED AND ADOPTED THIS 2ND DAY OF AUGUST 2013.

_____
Dan Barrone, Chairman

Approved as to form:

_____
Peter Dwyer, Counsel

North Central Regional Transit District
Expanded General Ledger - Unposted Transactions Included In Report
From 7/1/2012 Through 6/30/2013

ID	Document Date	Document Number	Document Description	GL Title	GL Code	Fund Code	Grant Code	Grant Year Code	Entity Code	Category Code	Program Code	Debit	Credit
P & M Signs Incorporated	6/19/2013	6702-006302	12x18 RTD Bus Signs	Benches and Signage	6330130	20	11	13	400	3	00	459.00	
P & M Signs Incorporated	6/19/2013	6702-006302	12x18 RTD Bus Signs	Benches and Signage	6330130	20	11	13	400	3	00	150.00	
Pro-Fab, Inc.	6/12/2013	18260	Trash Bins	Bus Shelters	6330155	20	11	13	400	3	00	1,260.00	
Pro-Fab, Inc.	6/12/2013	18260	Trash Bins	Bus Shelters	6330155	20	11	13	400	3	00	17,000.00	
Transit Information Products	6/11/2013	10179	Bus Shelters	Bus Shelters	6330155	20	11	13	400	2	00	6,560.00	
Transit Information Products	6/11/2013	10179	Bus Shelters	Bus Shelters	6330155	20	11	13	400	2	00	9,050.00	
Transit Information Products	6/11/2013	10179	Bus Shelters	Bus Shelters	6330155	20	11	13	400	2	00	8,300.00	
Transit Information Products	6/11/2013	10179	Bus Shelters	Bus Shelters	6330155	20	11	13	400	2	00	4,860.00	
Transit Information Products	6/11/2013	10179	Bus Shelters	Bus Shelters	6330155	20	11	13	400	2	00	867.00	
												48,506.00	

Budgeted Amount FY13	80,000.00
FY 14 Amended Request	**$ 31,494.00**

Personnel Services Salary Schedule

Fiscal Year: 2014

SPECIAL DISTRICT NAME: North Central Regional Transit District (NCRTD)

POSITION DESCRIPTION		ANNUAL SALARY (hourly rate x 2080) (Bi-Weekly X 26) or (Monthly x 12)	Employer FICA (Bx .062)	Employer MEDICARE (B x .0145)	Employer RETIREMENT	HEALTH INSURANCE EMPLOYER %	WORKERS' COMPENSATION ASSESSMENT	RETIREE HEALTH CARE (B X .2)	OTHER (e.g. stipends)	Salary Plus Benefits
Total Operations/Admin.		183,612	11,384	2,662	16,801	26,265	27	3,672	2,378	246,801
Daniel Gavurnik										
PT										
12.81	6110175	13,789	855	200	1,262	4,128	9	276	1,110	21,628

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 2, 2013
Agenda Item - D

Title: Resolution 2013-21/4th Quarter Financial Report for FY13

Prepared By: Glenda Aragon, Finance Director

Summary: New Mexico law requires the Local Government Division (LGD) of the Department of Finance and Administration to make rules and regulations relating to budgets, records, reports, and the disbursement of public monies, including transfers between funds. One of LGD's primary responsibilities is to review financial reports to include analyzing current financial conditions to detect financial difficulties early and to ensure that each entity maintains financial stability.

Background: It is required by LGD that the 4th quarter financial report submittal be accompanied with an approved resolution by the Board of Directors.

Recommended Action: It is recommended that the Board adopt Resolution 2012-20.

Options/Alternatives: N/A

Fiscal Impact: No fiscal impact

Attachments:
Resolution 2013-21
4th Quarter Report

North Central Regional Transit District (NCRTD)

Resolution 2013-21

Approving the 4th Quarter Financial Report for FY13

WHEREAS, the Governing body in and for the NCRTD, is required to approve the 4th quarter financial report as of June 30, 2013; and

WHEREAS, said financial reports present revenues, transfers and expenditures as reflected on the attached pages, and incorporated herein by reference, as of June 30, 2013

NOW, THEREFORE, BE IT RESOLVED THAT after conducting a public hearing the Board of Directors of the NCRTD, hereby approves the 4th quarter financial reports as of June 30, 2013 to be submitted to the Local Government Division of the New Mexico Department of Finance and Administration.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 2nd DAY OF AUGUST, 2013.

_____

Daniel Barrone, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
BUDGET AND FINANCE BUREAU

SPECIAL DISTRICT FINANCIAL QUARTERLY REPORT

SUBMIT TO LOCAL GOVERNMENT DIVISION NOT LATER THAN ONE MONTH AFTER THE CLOSE OF EACH QUARTER. I HEREBY CERTIFY THAT THE CONTENTS IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Special District: North Central Regional Transit District
Period Ending: 6/30/2013
Prepared by: Glenda Aragon
Notes:

YEAR TO DATE T R A N S A C T I O N S P E R B O O K S

Fund #	FUND (1)	CASH BALANCE PER BOOKS July 1, 2012 (3)	REVENUES TO DATE (4)	NET TRANSFERS (5)	EXPENDITURES TO DATE (6)	BOOK BALANCE END OF PERIOD (7)	Less: OUTSTANDING CHECKS (8)	ADD: DEPOSITS IN TRANSIT (9)	ADJUSTMENTS (10)	ADJUSTED BALANCE END OF PERIOD (11)	BALANCE PER BANK STATEMENTS (12)	DIFFERENCE (13)
101	Los Alamos National Bank	7,152,028.74	8,816,871.89	98,973.47	9,083,273.44	6,984,600.66	118,551.26	0.00	0.00	6,866,049.40	6,984,600.66	-118,551.26
102	Bank of America	37,380.55	200,473.42	(98,973.47)	13.40	138,867.10	0.00	0.00	0.00	138,867.10	138,867.10	0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
	SUB-TOTAL	7,189,409.29	9,017,345.31	0.00	9,083,286.84	7,123,467.76	118,551.26	0.00	0.00	7,242,019.02	7,123,467.76	118,551.26
												0.00
	INVESTMENTS					0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
						0.00				0.00		0.00
	SUB-TOTAL INVESTMENTS	0.00	0.00	0.00	0.00	0.00						
	GRAND TOTAL	$7,189,409.29	$9,017,345.31	$0.00	$9,083,286.84	$7,123,467.76	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

RECAP

FUND	CURRENT QUARTER	TO DATE	APPROVED BUDGET	% OF BUDGET
REVENUES:				0%
CASH BALANCE BUDGETED	0.00	0.00	333,000.00	
FARES	2,550.04	10,761.65	0.00	
CHARTER SERVICE				0%
GRANTS	608,754.61	1,727,932.35	1,917,880.00	90%
INTEREST	958.40	3,368.21	-	0%
GRT REVENUE	1,781,629.98	5,899,495.37	7,013,800.00	84%
LA CONTRIBUTION - LOCAL MATCH	0.00	500,000.00	500,000.00	100%
INSURANCE RECOVERY	1,259.09	2,190.72	-	0%
MISCELLANEOUS REVENUE	432.00	553.06	-	0%
AUCTIONED VEHICLES/ITEMS	5,809.50	47,546.50	-	0%
ADVERTISING REVENUE				0%
TOTAL REVENUE	2,401,393.62	8,191,847.86	9,764,680.00	84%
TRANSFERS: IN/(OUT)				0%
NET TRANSFERS	0	0	0	0%
EXPENDITURES:				
SALARIES	518,972.34	1,677,979.41	1,839,799.00	91%
FRINGE BENEFITS	201,165.20	634,998.84	672,978.00	94%
INSURANCE PREMIUMS	8,773.07	101,272.02	153,300.00	66%
CONTRACTUAL SERVICES	68,507.30	152,476.15	392,800.00	39%
AUDIT	-	23,005.00	27,000.00	85%
GRT OBLIGATIONS	1,703,506.55	3,261,917.85	4,208,280.00	78%
EQUIPMENT REPAIR/MAINTENANCE	2,498.57	4,817.57	27,600.00	17%
ADMINISTRATIVE EXPENSES	42,146.68	106,810.80	172,715.00	62%
TELEPHONE	2,891.61	11,427.16	7,700.00	148%
CELL PHONE	1,801.85	4,759.06	5,932.00	80%
TRAVEL	6,766.03	15,066.30	23,811.00	63%
BUILDING MAINTENANCE	2,125.70	12,223.96	10,000.00	122%
UNIFORMS	1,540.00	1,540.00	2,800.00	55%
OFFICE RENT & OTHER RENT	-	3,177.00	7,800.00	41%
MISCELLANEOUS RESERVE	-	-	64,039.00	0%
UTILITIES	6,655.14	42,687.88	51,700.00	83%
FUEL	104,288.19	406,653.45	408,600.00	100%
SHOP SUPPLIES	3,239.06	8,340.31	9,000.00	93%
PHYSICALS & DRUG TESTING	385.15	2,414.63	7,500.00	32%
OIL & LUBRICANTS	4,137.47	15,586.95	19,000.00	82%
VEHICLE MAINTENANCE	41,997.98	131,642.19	118,000.00	112%
TIRES	24,735.14	51,981.44	22,000.00	236%
CAPITAL - Building	-	224,891.36	180,000.00	125%
CAPITAL - Furniture/Fixtures	199.99	104,650.29	525,326.00	20%
CAPITAL - Busses	-	-	350,000.00	0%

CAPTIAL - Other	50,991.00	76,965.98	457,000.00	17%
TOTAL EXPENDITURES	2,797,324.02	7,077,285.60	9,764,680.00	72%
	(2,797,324.02)	(7,077,285.60)		
	-	-		

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 2, 2013
Agenda Item - E

Title: Review and discussion of New Mexico State Public Employees Retirement Association (PERA), Social Security (SS) Participation and Election Choices and Consideration of Adoption of Resolution No. 2013-17 providing for an Election for Social Security Coverage

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: The attached resolution provides for an individual choice election for employees to decide the question of whether or not employees who belong to PERA want to participate in Social Security.

Background: On July 12, 2013 the Finance Subcommittee and the Board were informed that the District has been erroneously participating in and taking deductions for SS from employees as well as making a matching contribution. This issue came to light as a result of staff inquiring of the IRS for a tax exempt status letter. According to PERA and the Social Security Administration, a public employer which participates in a qualified retirement plan may only provide Social Security coverage to its employees through a modification to the State's Section 218 Agreement with the federal government. PERA constitutes a qualified retirement plan. Since the district is affiliated with PERA but not covered by any 218 modification agreement, the District should not withhold SS taxes unless it wishes to enter into a Section 218 Agreement and obtain SS benefits. We have been advised by the IRS and PERA to not discontinue withholding SS taxes until the situation has been resolved in accordance with appropriate procedures.

The PERA Legal Counsel, District Legal Counsel, staff, a social security expert consultant and the Finance Subcommittee have discussed and reviewed this matter and are recommending to the Board that it undertake a remedial process to correct the situation. This would be the same process that would have been undertaken had the District been aware of the issue when it joined PERA back in April 2005. The process entails the following:

1. First the Board must decide if it wishes to provide SS coverage.
    a. If not, then the Board should determine if it wants to create a supplemental pension plan in lieu of social security?

b. If "yes", the Board must pass a resolution authorizing a referendum of current employees on the question of whether the employees want to be covered by SS.

2. Two types of elections are available: an individual choice election and a majority choice election.

   a. In an **individual choice election**, each current employee gets to decide if he or she wants SS coverage. Those employees who vote yes for coverage will continue to have FICA withheld. Those that do not vote for coverage will no longer have FICA withheld. Those employees who voted "no" are also eligible for a refund of SS contributions for the past three (3) years, three (3) months and fifteen (15) days as is the employer. The employees lose their prior years of coverage for the same time period for social security. However, former employees of the District are not impacted by the choices made in this type of election. After the election, all new hires must be covered by SS.
   b. In a **majority choice election**, a majority of the eligible voters decide whether or not to have SS coverage. If a majority of the employees vote for coverage, all employees have FICA withheld. If a majority vote against coverage, none of the employees are covered by FICA. If the majority of employees choose to not be covered by FICA then the employees are eligible for a refund of SS contributions for the past three (3) years, three (3) months and fifteen (15) days as is the District. The employees lose their prior years of coverage with social security for the same time period as do former employees of the District and future employees will not be eligible for SS coverage.

3. The Social Security Administrator for the State of New Mexico will prepare all the documents once the Board has made a decision. In addition they will oversee the election process as well.

At the Finance Subcommittee meeting on July 26, 2013 the Committee reviewed and recommends the following:

1. That the Board choose to participate in SS.
2. That the Board authorize an election for individual choice. The rationale for individual choice is as follows:

   a. It allows each employee to make an informed decision regarding participation in SS based upon their best interest in respect to this stage of their career.
   b. It prevents the majority from imposing its decision on the minority.
   c. It avoids hard feelings amongst employees who did not want to participate in SS.
   d. The incentive to make a decision based upon the three year, three (3) months and fifteen (15) days refund and reduced contribution level (6.2% increase in take home pay) is very appealing and motivating for those interested only in short term gains but may not be in the long term interest of an employee.

e. It mitigates the impacts upon prior employees whom would not have a vote in the decision to not participate in SS and secures past employees contributions and credits toward SS.

3. That the District make available an expert in SS to inform employees of their options and impact of their decision based upon their different benefits and liabilities.

4. That the Board keep benefit levels equal for all employees regardless of the decision employees make regarding participating or not participating in SS.

5. That the Board in order to ensure that employees have the same level of benefits provided regardless of their individual choice decision, authorize the staff to proceed with the development of a supplemental pension plan [Public Sector 401 (a)] in lieu of SS for those employees who choose to opt out of SS in order to equalize the benefits provided to employees. The additional plan would conceptually be constructed as follows:

   a. District contribution of 6.2% (equal to SS contribution).
   b. Employee mandatory contribution of 1% - 6.2% (4.2% was the amount contributed to SS prior to the recent 2% increase).
   c. District's refund of SS contributions from last three (3) years, three (3) months and fifteen (15) days for employees not participating in SS would be placed into this plan for those employees.
   d. That vesting be set a 20% a year. Fully vested in five years. That employees be given vesting credit based upon their tenure with the District, but not exceeding 3 years, 3 months and 15 days.
   e. Other program operating requirements developed with the assistance of a pension plan expert as needed to meet IRS requirements for pension plans.
   f. The plan be administer by a Pension Plan Administrator.

Recommended Action: It is recommended that the Board discuss and consider approval of Resolution No. 2013-17 providing for an individual choice election to participate in Social Security and creation of a supplemental pension plan for those employees not participating in Social Security.

Fiscal Impact: No additional fiscal impact, except for costs to establish a supplemental pension plan. The District was already participating in Social Security and contributing 6.2% of an employee's compensation.

Attachments:

- Resolution No. 2013-17
- Sample Individual Choice Referendum Process

North Central Regional Transit District (NCRTD)

Resolution 2013-17

A RESOLUTION REGARDING SOCIAL SECURITY COVERAGE FOR THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT

WHEREAS, under the provisions of NMSA 1978, Section 10-14-1 et. seq. (1995) as amended, and 42 United States Code 418, as amended, governmental entities of this State may enter into Agreements with the Public Employees Retirement Association of New Mexico, the agency of the state of New Mexico designated by the governor to administer the Social Security Coverage Act, and secure the benefits of Federal Old-Age, Survivors, Disability and Health Insurance (Social Security coverage or Health Insurance only), as outlined in said laws; and

WHEREAS, it is the opinion of the governing body of the North Central Regional Transit District that the extension of this Old-Age, Survivors, Disability and Health Insurance System will be of benefit not only to the employees of the North Central Regional Transit District itself by attracting to it and enabling it to retain the best of personnel and thus increase the efficiency of its government; and it is deemed and is hereby declared that the payment by the North Central Regional Transit District of its portion of the cost of said system is a payment for purposes for which it was created; and

WHEREAS, it is the desire of the governing body of North Central Regional Transit District to authorize the making of any and all necessary Agreements in order to secure the benefits of said acts; therefore,

NOW, THEREFORE, BE IT RESOLVED by the North Central Regional Transit District Board of Directors:

1. That the governing body, acting for and on behalf of the North Central Regional Transit District, shall enter into all necessary Agreements with the Social Security Administrator for the State of New Mexico for the purpose of carrying out the provisions of the above-mentioned acts.

2. That an individual choice vote referendum will be held on November 5, 2013 on the question of whether or not North Central Regional Transit District employees who belong to the Public Employees Retirement Association of New Mexico retirement plan want to secure the benefits of Federal Old-Age, Survivors, Disability and Health Insurance.

3. That Anthony J. Mortillaro, Executive Director is hereby appointed as Agent of the North Central Regional Transit District to execute all necessary Agreements and instruments for and in behalf of said governing body and the North Central Regional Transit District.

4. That a sufficient sum of money be allocated from available funds for the purpose of carrying out the provisions of the above-mentioned acts.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 2ND DAY OF AUGUST, 2013.

_____
Daniel Barrone, Chairman

Approved as to form:

_____
Peter Dwyer, Counsel

Districts

Process for Individual Choice Referendum

Note: No District can begin the referendum process without first having submitted the district's governing documents and the Social Security Reporting Questionnaire to the State Social Security Administrator. The administrator will review the district's documents and notify the district when it has been approved to hold a referendum.

Under an individual choice referendum, each employee who is covered by the Public Employees Retirement Association (PERA) on the date the notice of referendum is given, and who continues in that status through the date of the referendum, is eligible to vote in the referendum.

Once the election is concluded, members of its retirement system are divided into two groups for Social Security coverage purposes – those employees wanting to continue with Social Security coverage and those who opt out of coverage. The conditions for holding a referendum are as follows:

- Voting is conducted on a written ballot.
- Opportunity to vote must be given and limited to those eligible employees who are members of PERA.
- Voting is supervised by the Governor of New Mexico or his designee. The Governor has designated the Public Employees Retirement Association of New Mexico (PERA) and the State Social Security Administrator, Mary M. Frederick, as her designee to conduct the referendums.
- An exact tabulation of the employees eligible to vote must be made and the results must be certified for the referendum.

To begin the process, a referendum committee is appointed. Most referendum committees are composed of two or three members. The committee will serve as the local representative of PERA. The committee's responsibility is to see that the referendum is conducted according to the above conditions to ensure every eligible employee has the opportunity to vote on a written ballot and to certify the results.

The committee then determines the election date for the individual choice election. The election date is determined by when notice of the election will be given. No less than 90 days notice must be given before the election date.

The following steps need to be taken:

STEP 1:
The governing body passes a **Resolution Regarding Social Security Coverage** authorizing an election on the question of Social Security coverage. If the District also needs an original resolution for the district's files, have the governing body execute two original resolutions.

STEP 2:
Appoint a referendum election committee and have committee members sign the **Notice of Appointment**.

STEP 3:
Prepare a **Social Security Coverage Referendum Roster** of employees who are eligible to vote in the referendum. Eligible employees are employees who are covered by the Public Employees Retirement Association on the date the notice of referendum is given, and who continue in that status through the date of the referendum. Include names and Social Security numbers of all of the eligible voters.

STEP 4:
Prepare and issue a **Notice of Referendum** and distribute the notice at least 90 days before the election date. It is important that every employee receive adequate and timely notice. The notice can be mailed, e-mailed, hand delivered or given to eligible voters in any way that can be reasonably calculated to provide the election information.

Allow at least a week before the election date for early or absentee voting.

IMPORTANT! At this point, mail the original **Resolution Regarding Social Security Coverage** and copies of the **Notice of Appointment, Social Security Coverage Referendum Roster and Notice of Referendum** to Mary M. Frederick, Social Security Administrator, P.O. Box 2123, Santa Fe, NM 87504-2123.

To ensure that original documents are not lost in the mail, please send the documents by certified mail or some other method where the documents can be tracked.

STEP 5:
During the 90-day notice period, the District's Executive Director should contact Ray Vigil, Social Security Administration Public Affairs / Wage Reporting Specialist, to provide eligible employees with information about Social Security coverage. Mr. Vigil can be contacted at 1-866-563-9310, ext. 27404 (office) or by e-mail at Ray.Vigil@ssa.gov.

STEP 6:
Prepare a ballot for each employee. The election made by each eligible member will be indicated as follows:

1. **YES** - member **desires to be covered** under Social Security.

2. **NO** - member **desires not to be covered** under Social Security OR member did **not execute and return** the referendum ballot. (Member will **not** be covered for Social Security.)

Absentee ballots should be collected and kept in a secure location to be counted on the day of the election.

STEP 7:
On the day of the referendum, the committee will issue ballots to all eligible voters, record the vote of each person, and certify the results of the election. At least one member of the election committee must be present at the voting site for the hours that have been scheduled for voting.

STEP 8:
The election then committee prepares a **Certification** verifying the election vote.

Prepare a **Certification Tally** of each employee voting "for" Social Security coverage (Group A) and each employee voting "against" Social Security coverage (Group B). The **Certification Tally** is Attachment A to the **Certification**. Send copies of the ballots along with the certification. The original ballots should be filed and maintained by you as the employer.

IMPORTANT! Send the original election C**ertification, Certification Tally** and copies of the ballots to Mary M. Frederick, Social Security Administrator, at PO Box 2123, Santa Fe, NM 87504-2123.

STEP 9:
Notify the SSA of any eligible voters who did not cast a ballot in the election. If an eligible voter does not cast a ballot, their vote is considered a "no" vote for coverage. The SSA will contact employees who did not vote to ensure that they are aware of the consequences of a no vote and termination of Social Security coverage. Note: All employees hired after the election date MUST have Social Security coverage.

218 Agreement Modification - The Social Security Administrator will then prepare a Modification to the State's 218 Agreement representing the results of the District's election. The Agreement will divide the retirement fund into two parts – those voting for and those voting against continued Social Security coverage.

The Modification is then submitted to the Regional Commissioner of the Social Security Administration for approval. An original is submitted for the District as well so the entity has a signed copy of the Modification for its records when the documents are finalized.

No Social Security contributions can be refunded to those employees who voted "no" on coverage until the fully executed Modification is signed by the regional commissioner

and returned to the Social Security Administrator. At that time, a signed copy of the Modification will be sent to the District and the Internal Revenue Service can be contacted to begin the refund process.

Questions? Please contact the Social Security Administrator if you need any additional information:

Mary M. Frederick
Social Security Administrator
for the State of New Mexico
PO Box 2123
Santa Fe, NM 87504-2 123
(505) 476-9303 direct line / (505) 954-0379 fax
mary.frederick@state.nm.us

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 2, 2013
Agenda Item - F

Title: Discussion and adoption of Resolution No. 2013-16 providing for the adoption of the 2014 Compensation Plan, Adoption of the Employee Performance Increase Schedule and distribution of salary increases for Fiscal Year 2014 for non-collective bargaining positions.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: The attached resolution provides for acceptance of the Compensation and Classification Study that was presented to the Board at their July 12, 2013 meeting, adoption of the Non Represented Employees Compensation Plan and a Performance Increase Matrix for distribution of the budgeted performance increase for fiscal year 2014. This compensation plan and resolution will only apply to those positions that are not covered by a Collective Bargaining Agreement (CBA). Salary increases for positions covered by the CBA will be addressed when the Union and District negotiate the wage re-opener and adoption by the Board.

Background: The Personnel Rules and Regulations, specifically section 3.12 indicates the following:

3.12 Salary Increases.

A. Productivity increases shall not be granted on an automatic basis but shall be granted upon the demonstrated quality of performance as promulgated by the Board and based on the availability of funding.

1. Exempt, classified, and term employees who are considered to be deserving as evidenced by average or above job performance, may be granted a productivity increase based on a productivity formula as approved by the Board, as may be determined periodically within the limits of the salary range after one (1) year from the date of:

a. re-hire or re-employment;
b. initial appointment;
c. the last productivity increase; or
d. promotion.

2. Any period of leave without pay in excess of thirty (30) calendar days shall not be credited as continuous service toward eligibility for a productivity increase.

3. Service in emergency, term, or temporary status, when followed without a break in service by probationary appointment to the same classification, will be credited toward eligibility for a productivity increase.

The current salary plan was created in 2007 by Personnel Systems and Services, a company that provides Human Resources and Management Consulting. The plan was subsequently adopted by the Board on October 5, 2007. The pay plan was developed through a job classification and analysis, an evaluation of internal equity, and a market survey and analysis. Since its adoption, nearly six years have transpired and the compensation rates have not been adjusted nor has a market survey and analysis been conducted to ascertain the market competitiveness of the NCRTD's compensation rates. In light of this fact, the Board approved and authorized the Executive Director to retain the services of a consulting firm to undertake an update of the existing Compensation and Classification plan and District practices. The firm of Personnel Systems and Services was selected after a competitive RFP process was conducted in January 2013. The results of the study were presented to the Board at the July 12, 2013 meeting.

The Performance Increase Matrix will the first time the District has created a system that will provide for a performance increase differentiation for levels of performance that "meet expectations" and "exceeds expectations". No increase will be provided for performance levels that "partially meet expectations" or "need improvement". The NCRTD's compensation plan is based upon performance and no cost-of-living increases have been awarded since its inception nor have any been recommended. For FY 14 the Executive Director has recommended 3.5% for productivity increases, which was incorporated into the budget which the Board adopted. This Performance Increase Matrix if adopted as part of the Compensation Plan would be utilized to distribute the performance funds based upon the evaluation of the employee at their anniversary date.

Recommended Action: It is recommended that the Board discuss and consider approval of Resolution No. 2013-16 adopting the FY 2014 Compensation Plan and Performance Increase Matrix for Non Collective Bargaining Positions and the recommendation of the Finance Sub Committee as discussed at the July 12, 2013 Board Meeting.

The Finance Subcommittee recommendations was as follows:

1. Implement Compensation and Classification study recommendations establishing pay ranges for FY 14;
2. Implement Compensation and Classification study recommendations to bring those employees in positions currently below the new minimum of the pay ranges to the minimum for their classification;
3. Implement Compensation and Classification study recommendation to "red circle" incumbent(s) currently earning more than the maximum for their classification.
4. Distribute according to recommended Performance Increase Matrix the budgeted amount in the FY 14 budget.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation of the Finance Subcommittee and Resolution; or
3. Amend the resolution and then take action to adopt.

Fiscal Impact: The FY 14 Budget contains sufficient funds for adoption of the Compensation and Classification study and distribution of performance increases based upon the Performance Increase Matrix.

Attachments:

- Resolution No. 2013-16
- FY 14 Compensation Plan
- FY 14 Performance Increase Schedule

North Central Regional Transit District (NCRTD)

Resolution 2013-16

ADOPTION OF A COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX FOR FISCAL YEAR 2014 FOR NON-COLLECTIVE BARGAINING POSITIONS

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the NCRTD Board adopted by voice vote the 2007 compensation plan at its October 2007 Board meeting; and

WHEREAS, the NCRTD Board on July 12, 2013 reviewed the results of the Compensation and Classification Study and wishes to accept the Study and implement the recommendations contained therein and those of the Finance Subcommittee that reviewed the stud on July 12, 2013; and

WHEREAS, the NCRTD Personnel Policies Section 3.8 requires that the compensation plan be adopted by resolution; and

WHEREAS, the NCRTD Board has approved the FY 2014 Budget which includes funding for a 3.5% productivity increase for non-collective bargaining employees to be distributed as reflected in the attached Performance Increase Matrix in concert with the Districts adopted Personnel Policies.

NOW THEREFORE BE IT RESOLVED THAT THE FY 2014 COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX ARE APPROVED AND ADOPTED AS ATTACHED HERETO AS EXHIBITS "A" AND "B" ON THIS 2ND DAY OF AUGUST 2013.

_____

Daniel Barrone, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

Exhibit "A"

North Central Regional Transit District
Compensation Plan Fiscal Year 2014 - Non Represented

Job Title	Minimum	MidPoint	Maximum	FSLA Status	Job Code	Department
Finance Director**	$69,710	$87,138	$104,565	Exempt	110	Administration
Transit & Facililties Operations Director**	$68,515	$85,643	$102,772	Exempt	200	Operations
Human Resources, Safety & Risk Administrator**	$46,671	$58,338	$70,006	Exempt	120	Administration
Fleet & Facilities Maintenance Manager	$45,223	$56,529	$67,835	Exempt	220	Operations
Public Informaiton Officer	$44,643	$55,804	$66,965	Exempt	125	Administration
Financial Analyst	$41,486	$51,858	$62,229	Exempt	115	Administration
Projects & Grants Specialist	$39,787	$49,734	$59,681	Exempt	130	Administration
Transit Shift Supervisor	$36,629	$44,870	$53,112	Non exempt	205	Operations
Executive Assistant	$35,163	$43,075	$50,987	Non exempt	135	Administration
Financial Specialist	$31,540	$38,637	$45,734	Non exempt	116	Administration
Administrative Specialist	$30,803	$37,733	$44,664	Non exempt	230	Operations
Facilities Maintenance Specialist	$30,668	$36,801	$42,935	Non exempt	225	Operations
Fleet & Facilities Maintenance Worker	$27,659	$33,191	$38,722	Non exempt	226	Operations

**At will positions

Performance Increase Schedule - FY2014 Exhibit "B"

	Performance Score		
	Performance Adjustment		
	Partially Meets Expectations	Meets Expectations	
Employee pay rate falls below pay plan maximum. Increases are added to the Base Pay.	0.00%	2.00%	
	Performance Adjustment Plus		
	Exceeds Expectations		
Employee pay rate falls below pay plan maximum and performance score is exceeds expectations.	3.50%		
	Performance Recognition - One Time Salary Distribution		
Employee pay rate falls at or above maximum. Award treated as a one time distribution and not added to the base pay.	Partially Meets Expectations	Meets Expectations	Exceeds Expectations
	$0	2%	3.50%

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: August 2, 2013
Agenda Item - G

Title: Discussion and consideration of adoption of Resolution No. 2013-19 Amending Rule 3 of the Personnel Rules and Regulations.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: To discuss and consider the recommended modifications to Rule 3, "Classification and Compensation" in the existing Personnel Rules and Regulations

Background: The current Personnel Rules and Regulations were adopted by the Board on August 3, 2012. They were then revised again on April 5, 2013 and July 12, 2013 to add policies regarding Worker's Compensation, Return to Work and to align with changes made in the CBA as it relates to Holidays, Personal Holiday and Vacation Accruals, further amplification to our EEO Discrimination and Harassment policies and for a policy regarding Workplace Violence was added. Now that the Compensation and Classification Study is completed, changes to the Rule 3, Classification and Compensation are being suggested in order to align with the District's revised compensation and performance increase policy as well as some minor housekeeping changes.

The proposed changes have been reviewed by the District's Legal Counsel.

Recommended Action: It is recommended that the Board discuss and consider approval of Resolution No. 2013-19 amending rule 3, Classification and Compensation in the Personnel Rules and Regulations.

The Finance Subcommittee met on July 26, 2013 to review the proposed amendments. The Subcommittee has recommended that the Board consider adoption of the amended Personnel Rules and Regulations.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adopt the recommendation of the Finance Subcommittee and Resolution; or
3. Provide further direction in relations to amendment of the Personnel Rules and Regulations and then take action to adopt the resolution.

Fiscal Impact: N/A

Attachments:

- Resolution No. 2013-19
- Amended Rule 3- Personnel Rules and Regulations

North Central Regional Transit District (NCRTD)

Resolution 2013-19

ADOPTION OF A RESOLUTION AMENDING RULE 3 "CLASSIFICAITON AND COMPENSATION' OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT PERSONNEL RULES AND REGULATIONS ADOPTED IN DECEMBER 14, 2007

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, personnel rules and regulations may be established to serve as guidelines to be followed in the administration of the District's personnel system to ensure uniform understanding and application of human resource polices; and

WHEREAS, the NCRTD Board adopted by voice vote at the December 14, 2007 meeting the NCRTD's initial Personnel Rules and Regulations and has made subsequent modifications of said document; and

WHEREAS, the NCRTD Board desires to amend Rule 3 "Classification and Compensation" of the North Central Regional Transit District Personnel Rules and Regulations for the purpose of alignment with its compensation philosophy and to ensure that the District's practices are contemporary in nature.

NOW THEREFORE BE IT RESOLVED THAT THE ATTACHED PERSONNEL RULES AND REGULATIONS ARE APPROVED AND ADOPTED AS ATTACHED HERETO AS EXHIBIT "A" ON THIS 2ND DAY OF AUGUST 2013.

_____

Daniel Barrone, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

RULE 3 – CLASSIFICATION AND COMPENSATION

3.1 Authority.

Compensation and Classification may be the subjects of separate District policies which may be changed from time to time independent of these Rules and Regulations.

3.2 Preparation of Classification System.

The Executive Director or designee shall prepare and maintain a Classification System which provides for a grouping of all positions in the District into classifications on the basis of essential duties, responsibilities, and minimum qualifications required. ~~Compensation and Classification may be the subjects of a separate District policy which may be changed from time to time independent of these Rules and Regulations.~~

3.3 Content of Classification System.

A. The Classification System shall include the descriptions for the various classifications, which may be subdivided or grouped as deemed appropriate.

B. Written descriptions for each classification shall be prepared by the Human Resources Office, and approved and amended as necessary by approval of the Executive Director. These descriptions shall include:

1. The title of the classification;

2. Examples of typical essential tasks performed, responsibilities, and working conditions;

3. A statement of the minimum qualifications required, including the kind and amount of training and experience, knowledge, skills, and abilities, physical requirements, and job-related personal attributes that an employee should possess; and

4. Signature by the Executive Director and the date of the last revision.

3.4 Revisions to the Classifications.

A. Whenever the creation, abolition, subdivision, or consolidation of individual classifications appears necessary, due to the creation of a new position, change in organization, or change in the duties of an individual position, a classification may be revised and the revision must be submitted to the Executive Director for approval.

B. Any revisions that may reflect a major change in policy should be submitted to the affected Managers, Supervisors and interested parties in order to obtain input concerning such revisions.

C. When a classification is revised, the title of classification and in some cases the salary range assignment may be affected. The salary of the individual employee in the revised classification may not be reduced or increased without the approval of the Executive Director.

D. When there are revisions to the classification system as a whole the revisions shall be submitted to the District Board for approval.

3.5 Allocation of Positions to Classifications.

A. Every position in the District shall be allocated to a salary range; all positions substantially similar as to the tasks performed, as to the responsibilities exercised, and as to the minimum qualification requirements shown in the classification descriptions, shall be allocated to that same salary range.

B. The title of a classification shall become the title of such position and shall be used on all official records and correspondence relating to the position.

C. Department Management may recommend the allocation or reclassification of positions to one of the classifications in the Classification System or a new classification, subject to approval by the Executive Director.

D. Department Management shall submit adequate documentation to support the recommended reclassification of a position to a different classification.

E. Periodic audits to determine whether or not positions are properly allocated shall be conducted. If it is determined that a position is improperly allocated, the Executive Director shall reallocate it to its proper classification.

F. When a new position is contemplated, the position must be formally established before it may be filled. Except as otherwise provided by these Rules, no person shall be appointed to or employed in a position until the position has been allocated to a classification and approved by the Executive Director.

3.6 ~~3.6~~ Compensation Policy.

Compensation for District employees shall be equitable and competitive with the market and in accord with the District's ability to pay.

It is the policy of the District that the comprehensive Compensation Plan, ~~(Pay Schedule),~~ for all classifications of the District is subject to and limited to availability of funding as may be determined by the Board. The Board shall be the final arbiter of available funds.

3.7 General Wage/Salary Adjustments.

It is the intent of the District to consider prevailing practices related to cost of living and market trends in establishing wages and salaries which constitute the formal ~~–~~Compensation Plan~~pay schedule~~. On all occasions any change in compensation ~~the amount of the rate changes~~ will ultimately be based upon the anticipated affect(s) upon the District budget. The Executive Director, based upon Board of Director's approval, will make final determination of any changes to the salary scale. Where general, across-the-board adjustments are approved, the change will be effective on a date determined and approved by the Board of Directors. General adjustments are separate and distinct from performance recognition increases. General adjustments may affect the Compensation Plan ~~pay scale~~ only, thus shifting the pay of all employees in relation to the midpoint without changing individual compensation.

3.7 Cost-of-Living vs. Market.

Adjustments to the Compensation Plan ~~salary schedule~~ may be determined periodically through analysis of market trends in comparison to cost-of-living (COL). This may be done once per year and the District may utilize either market survey results or cost-of-living index data (federal) or a combination of both. All employees, regardless of employment status, except those being red circled (frozen for having reached the top of their salary scale), shall receive the benefits of such general COL adjustments to the pay plan unless such employees are represented by a ~~U~~union and such adjustments if any are governed by a ~~C~~collective ~~B~~bargaining ~~A~~agreement.

In determining the total compensation value of the position, benefits and changes to overall costs of the District from Employer contributions must be considered. Base salary plus all employer cost of benefits constitutes total compensation. In comparing benefit packages provided in the labor market, the District may evaluate both level and cost of benefits or other factors as deemed appropriate.

3.8 Preparation of the Compensation Plan—Salary Ranges.

A comprehensive Compensation Plan for all classifications in the District shall be prepared under the direction of the Executive ~~Director.~~Director. The Compensation Plan shall take into consideration experience in recruiting for positions for the District, prevailing rates of pay in comparison to similar services in public and private employment (to the extent that such data is available), cost of living, and other benefits received by District employees, and the District's financial condition and ability to pay.

3.~~9~~8 Adoption of the Compensation Plan.

The Compensation Plan (whether a part of a Compensation and Classification policy or otherwise) shall be adopted by resolution of the Board.

3.~~10~~9 Revision to the Compensation Plan.

The Compensation Plan may be revised upon the recommendation of the Executive Director and the approval of the Board.

3.1~~1~~0 Administration of the Compensation Plan.

The approved Compensation Plan shall constitute the official schedule of salaries for all classifications in the District to which such Compensation Plan is applicable. The rates of pay for all persons in the District shall be approved by the Executive Director and no salaries shall be approved unless they conform to the approved Compensation Plan.

No employee in the District shall be paid a salary less than the minimum nor greater than the maximum of the salary range for the classification as fixed by the Compensation Plan unless otherwise provided for in the Rules or approved by the Executive Director.

The entrance rate payable to any employee upon appointment to a position in the District shall be the minimum rate in any applicable salary range, unless a higher rate, in-grade hire, is authorized by the Executive Director because of the candidate's exceptional qualifications, difficulty in recruitment, or other valid reason.

Progression within the salary range shall be based upon performance and shall require the approval of the Executive Director. ~~In approving recommendations for pay progression, the Executive Director~~ Supervisors and the Executive director shall consider an employee's compliance with District policies and procedures, performance, ~~level of~~ competence and job knowledge when evaluating any increase in pay of an employee.

3.12 Salary Adjustments and Promotion.

~~**A.** When a promotion occurs, the appropriate pay rate upon promotion is determined in accordance with the classification level of the new classification.~~

A. Promotions within ~~the same~~ a classification ~~level~~ will result in a ~~base~~ pay rate increase to, ~~either the~~either the minimum pay ~~step~~ of the appropriate ~~new~~ pay range, or ~~up to~~ a 5% increase if the employee's current pay rate exceeds the minimum of the new range ~~classification~~. The maximum pay for the range shall not be exceeded~~; the balance of the award must be taken in cash if the full amount exceeds the maximum pay range~~.

~~B.~~ Promotions from a~~ny~~ lower level classification to any higher level classification will result in a ~~base~~ pay rate increase to the minimum pay ~~step~~ of the new range, or up to a 10% increase if the employee's current pay rate exceeds the minimum of the ~~new range~~new range~~classification~~. The maximum pay for the range shall not be exceeded~~; the balance of the award must be taken in cash if the full amount exceeds the maximum pay range~~.

B.

C. A higher or lower ~~base~~ pay rate may be authorized upon promotion by the Executive Director because of salary compaction; experience and qualifications; correction of salary inequities; or other valid reasons.

~~**A.**~~ The salary of an employee who is laterally transferred to a comparable position shall remain the same unless the Executive Director finds cause for a salary increase due to any change in employment conditions.

D.

~~**B.**~~ The salary of an employee who is re-employed after being called to military active duty in accordance with the provisions of Rule 4.21 shall be at a rate equal to what the employee would have attained had the employee not been called to active duty.

E.

~~**C.** Market adjustments may be awarded upon a market adjustment formula if approved by the Board.~~

~~C.~~

3.13 Salary Decreases.

A. When it becomes necessary to demote an employee for their inability or unwillingness to perform the assigned duties and essential functions of their position; that employee may also

suffer a ~~loss of~~ decrease in future pay. The amount of the pay reduction shall be determined on a case-by-case basis, but never shall decrease pay below the ~~newly assigned salary~~ lowest pay for the assigned pay range.

B. ~~An employee may, a~~As the result of disciplinary action, reorganization or a reduction in force ~~when deemed in the best interest by his or her supervisor~~, an employee may receive a reduction from their current classification to a lower classification with no reduction in salary.

~~**D.** The salary of an employee who is demoted for disciplinary reasons shall be reduced by at least two steps in the event that the then current compensation plan provides for steps, but never below the newly assigned salary range.~~

~~**E.**~~ The salary of an employee who voluntarily takes a classification reduction will be reduced ~~by at least two steps in the event that the then current compensation plan provides for steps,~~ but never below the ~~newly assigned salary~~ lowest pay for the assigned pay range.

C.

~~**1.**~~**D.** Salaries of all employees may be decreased uniformly and equitably for budgetary reasons or in the context of a reduction in force upon the recommendation of the Executive Director and approval of the Board.

~~**2.**~~**1.** Affected employees shall be given at least twenty-eight (28) days' notice.

~~**3.**~~**2.** In no case shall a salary be reduced below the minimum rate in the salary range.

~~**4.**~~**3.** Salary decreases may be made to classes of employees, when deemed necessary, in the following order:

~~1.~~a) Emergency.

~~2.~~b) Temporary.

~~3.~~c) Limited Term.

~~4.~~d) Probationary.

~~5. Limited Term.~~

~~6.~~e) Exempt.

~~7.~~f) Classified Regular.

~~**F.**~~**E.** ~~The salary of an employee who is laterally transferred to a comparable position shall remain the same unless the Executive Director finds cause for a salary increase due to any change in employment conditions.~~

~~**G.**~~**F.** ~~The salary of an employee who is re-employed after being called to military active duty in accordance with the provisions of Rule 4.21 shall be at a rate equal to what the employee would have attained had the employee not been called to active duty.~~

~~H.~~G. ~~Market adjustments may be awarded upon a market adjustment formula if approved by the Board.~~

3.1~~1~~4 Performance Based Increases.

A. Performance increases shall not be granted on an automatic basis but shall be granted upon the demonstrated quality of an employee's performance ~~as promulgated by the Board and based on the~~ but always subject to the availability of funding.

B. Exempt, classified regular, and limited term employees ~~who's~~whose performances ~~are~~ are ~~are considered to be deserving as evidenced by~~ average or above average ~~job performance~~, may be granted a performance increase. ~~based on a~~ Any formula ~~as~~ for such increases shall be approved by the Board, ~~as may be determined periodically~~ and shall be limited by ~~within~~ the limits of the salary range. Periodic performance evaluations may be performed ~~after~~ one (1) year from the date of:

i. Rehire or re-employment
ii. Initial employment
iii. The last performance increase; or
iv. Promotion.

C. Any period of leave without pay in excess of thirty (30) days shall not be credited as continuous service toward eligibility for a performance increase.

D. Service in emergency or limited term, or temporary status, when followed without a break in service by probationary appointment to the same classification, will be credited toward eligibility for a performance increase.

E. The Executive Director may authorize a salary increase ~~to any rate in~~ within the salary range as an incentive for the emergency retention of exempt, classified regular and limited term employees who are offered employment outside of the District to retain them in their current positions. The following will be required:

1. Documented proof of outside job offer.

2. Increase, computed as a percent of the employee's salary, may be granted as a lump sum at the end of a service period, in installments over the course of service period but never to be provided in advance.

3. Before receiving an emergency retention, an employee must sign a written agreement to complete a specified period of service with the District.

~~F. When an employee's salary reaches the maximum pay rate in the range for his/her position, the employee may be eligible for a cost of living adjustment based on a performance review by the Executive Director and determined and funded by the Board.~~

~~G. The Board may, upon appropriate notification of economic changes, approve a cost of living adjustment for some or all employees.~~

~~3.12 Salary Decreases.~~

~~5.~~4. ~~Salaries of all employees may be decreased uniformly and equitably for budgetary reasons upon the recommendation of the Executive Director and approval of the Board.~~

~~6.~~5. ~~Affected employees shall be given at least twenty-eight (28) days' notice.~~

~~7.~~6. ~~In no case shall a salary be reduced below the minimum rate in the salary range.~~

~~8.~~7. ~~Salary decreases may be made to classes of employees, when deemed necessary, in the following order:~~

~~8.~~1. ~~Emergency.~~

~~9.~~2. ~~Temporary.~~

~~10.~~3. ~~Limited Term.~~

~~11.~~4. ~~Probationary.~~

~~12.~~5. ~~Limited Term.~~

~~13.~~6. ~~Exempt.~~

~~14.~~7. ~~Classified Regular.~~

~~3.13 Classification Reduction.~~

~~An employee may, as the result of reorganization or when deemed in the best interest of his or her supervisor, receive a reduction from their current classification to a lower classification with no reduction in salary.~~

3.154 **Red Circle Rate.**

~~This~~Red Circle Rate ~~provision~~ refers to the rate of pay for an employee whose pay ~~falls~~rises above the current maximum salary for the pay grade to which the employee is assigned, reclassified or transferred. Such employee(s) shall be placed on a salary freeze for a period not to exceed two (2) years and shall not be eligible for any general adjustment (COLA) given during the same period of time. However, the employee may be eligible for a performance increase based on a performance review which will be treated as a one-time award distribution and not added to the employee's base pay.

During the two-year salary freeze period, if the employee's rate of pay falls ~~back within the assigned~~ below the maximum within the pay range, the freeze shall be lifted. If at the end of two years, the employee's pay rate ~~still falls above~~ exceeds the maximum of the pay range, that employee's pay rate shall be reduced to the maximum of the assigned pay range~~osition~~.

3.16 Overtime Compensation.

In order to meet the demands of work, employees may be required to work in excess of the hours designated in their normal work week. Overtime compensation will be paid to employee, as

indicated below, only for actual hours worked. Overtime will be held to a minimum consistent with the needs of the District and service to its constituents. Overtime is normally allowed by management only in emergency situations or when service demands present no other reasonable alternative. However, when a supervisor has determined the need for overtime to be worked, employees are expected to work a proportional share of the overtime assigned to the employee's classification or work unit. Refusal to accept an overtime assignment and/or continued refusal to participate in voluntary overtime offered to the employee's classification may result in disciplinary action. All overtime must be scheduled and/or approved by the employee's supervisor in advance, except in emergency situations where advance approval cannot be obtained.

A. Any employee, (except those determined not to be covered by the overtime provision of the FLSA), who are authorized and approved in advance by their supervisor and required to work in excess of the normal work week (forty [40] hours), shall be compensated for such overtime at one and one-half (1 1/2) times their hourly rate or unless otherwise specified in the Fair Labor Standards Act (FLSA). Such compensation shall be paid overtime unless the employee elects to receive compensatory time in lieu of paid overtime. Such compensatory time shall be accrued at time and one-half.

B. The following hours are considered as hours worked for the purpose of qualifying for overtime pay at the rate of time and one-half.

1. Hours actually worked;
2. Paid holidays;
3. Hours allowed for voting time;
4. Jury duty;
5. Hours allowed for court duty when appearing as a witness on behalf of the District or because of an official capacity with the District; and
6. Training time.

C. The following are considered hours not worked and will not be counted toward overtime/comp-time eligibility. Excepting only the provisions of B. above, an employee must be physically at work more than forty (40) hours per week and cannot use the following time to obtain overtime/comp-time eligibility:

1. Vacation;
2. Sick leave;
3. Military leave;
4. Funeral leave;
5. Injury leave;
6. Lunch break;
7. Comp-time hours used.

D. Travel time may or may not be work time.

1. Travel from home to work and from work to home is not work time. Time spent by an employee in travel as part of his/her normal activities, such as travel from job site to job site during the employee's regular working hours, or operation of a transit vehicle for public transit, is work time and must be recorded.

2. Travel performed outside of an employee's normal work schedule as a result of assigned duties may constitute work time. The Human Resources Office must be consulted in advance to determine whether or not such travel time is work time.

E. In some cases, compensatory time may be granted in lieu of cash payment. FLSA covered employees may accrue and use up to forty (40) hours of compensatory time annually. In the last pay period of the fiscal year, all accrued but unused compensatory time shall be paid to the employee at the employee's then current regular rate of pay.

F. An FLSA covered employee who separates from the District shall be compensated for all accrued compensatory time.

G. Exempt employees (non-FLSA covered) who work in excess of the normal work week (forty [40] hours), are not eligible for overtime pay. The basic compensation of exempt employees is based on the amount of work necessary to complete the assigned functions and is not based upon a set number of hours per work week. Time worked in excess of forty (40) hours per week is not eligible for compensation during the course of employment or upon termination. However, at the discretion of the Executive Director, exempt employees may be granted time off during normal work hours in consideration of their work efforts.

~~**G.**~~

3.17 ~~Termination~~ Pay Upon Sep~~p~~aration from Employment.

When employees are separated from employment with the District for any ~~reason~~ reason ~~terminate~~, they shall be required to return all District property and equipment and to ~~clear~~ resolve all financial obligations involving their employment with the District. ~~prior to receiving their final paycheck.~~ Any such obligation not ~~cleared~~ resolved prior to separation may be itemized and deducted from their final paycheck as contested amounts which the District claims. ~~, consistent with IRS guidelines and/or state statute.~~ The employee's f~~F~~inal paycheck, including compensation for all uncompensated hours worked, unused annual leave and overtime not disputed by the District, will be issued on the next regularly scheduled pay period following termination or within 10 days of separation from employment whichever is sooner. ~~If the Executive Director receives a written request for final payment, the final payment shall be issued within 24 hours from the date terminated. The Executive Director may submit to finance/payroll the amount of termination pay to which the employee is entitled.~~ Claims for disputed amounts must be timely filed by the employee with the District following issuance of the final paycheck.

3.18 Pay Advancement.

The District will not make pay advances to employees. Furthermore, the District may not pay employer's share of any paycheck deduction in a manner that would constitute an extension of credit in violation of the New Mexico State Constitution. Employees who have expended all leave and not returned to work may be required to tender the full amount of any premium or contribution due for continued participation in employee benefits pending their return to work. Nothing herein shall be deemed to require the District to continue to employ an employee or hold open a position for an employee who has not returned to work.

North Central Regional Transit District
Financial Summary Fiscal Year 2013
As of June 30, 2013

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting 12 months of financial activity. The standard for expenses that should be spent for the twelve month period is 100% of the budget.

The month of June does not reflect all expenses because the Finance Department will continue to process invoices for the remainder of the month. There will also be the close out of the FY13, in which we will be expecting invoices for Accounts payable to float in up to mid-July. The final 4th Quarter report to be submitted to DFA and for review by the Board will occurring at the August Board meeting.

All budget figures in the revenue and expense charts and tables have been divided using a straight-line method to allocate monthly budget figures. A comparative analysis in revenue and expenses is presented to compare the previous year operating results.

Financial Highlights

Revenue:
As of June 30, 2013, total revenue of $7,892,963 was received by NCRTD. The revenue consists of $5,731,248 of Gross Receipt Taxes (GRT) collected by participating counties, $1,596,005 of Federal Revenue, $500,000 Local match from Los Alamos County, $65,710 of Proceeds from the Sale of Auctioned Vehicles, Transit Fares, Bank Interest and Miscellaneous Revenue.

The amounts collected in GRT for the months of April 2013, through June 2013 lag two months behind from the counties, for the months of activity. Total collected to date is 82% of budgeted revenue.

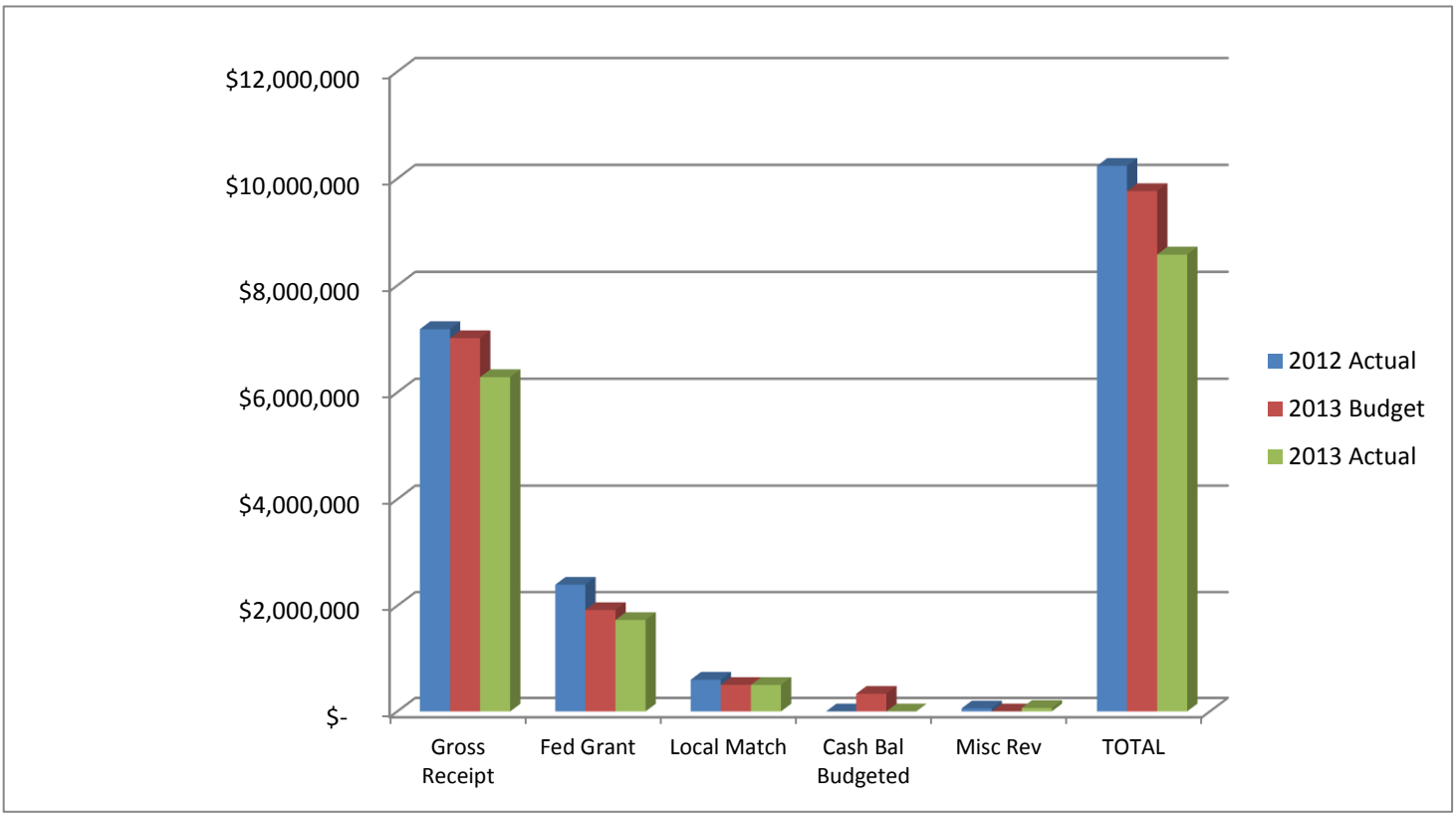
Expenditures:
For the month ending June 30, 2013, NCRTD recognized expenditures totaling $6,966,263 which is 71.3% of total budgeted expenditures. This percentage is below the standard 100% for the time period, mostly due to quarterly (instead of monthly) payments to the City of Santa Fe and Los Alamos County for transit services.

Of the $6,966,263 spent by NCRTD, $779,655 was in Administration, $5,823,195 in Operations and $363,415 was in Capital Outlay.

Administration has spent 67.0% of their budget, Operations has spent 82.1% and 24.0% in Capital Outlay.

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)
NCRTD Revenue by Sources
As of June 30, 2013

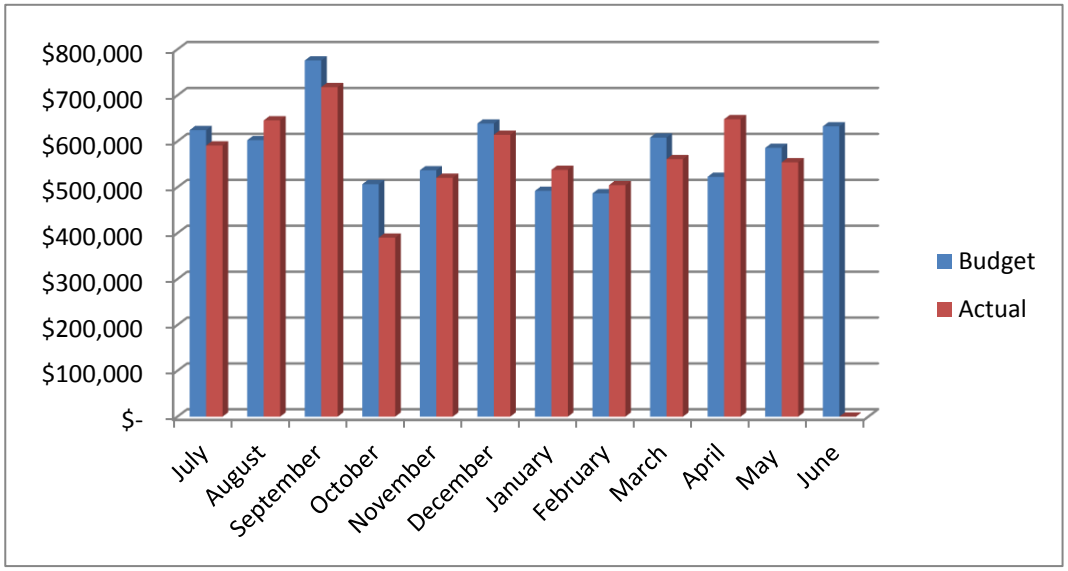


	2012 Actual	2013 Budget	2013 Actual	% of Actual vs budget
Gross Receipt	$ 7,183,334	$ 7,013,800	$ 6,285,517	89.6%
Fed Grant	$ 2,397,970	$ 1,917,879	$ 1,727,932	90.1%
Local Match	$ 600,000	$ 500,000	$ 500,000	100.0%
Cash Bal Budgeted	$ -	$ 333,000	$ -	0.0%
Misc Rev	$ 56,140	$ -	$ 65,710	0.0%
TOTAL	$ 10,237,444	$ 9,764,679	$ 8,579,160	87.9%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue Thru June 30, 2013



Budget to Actual FY2013

($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 624,424	$ 590,848	95%
August	$ 602,595	$ 645,616	107%
September	$ 776,092	$ 717,978	93%
October	$ 506,704	$ 390,333	77%
November	$ 536,922	$ 520,527	97%
December	$ 638,669	$ 614,240	96%
January	$ 492,211	$ 537,863	109%
February	$ 486,854	$ 504,470	104%
March	$ 608,187	$ 561,238	92%
April	$ 522,719	$ 648,134	124%
May	$ 585,819	$ 554,269	95%
June	$ 632,603	$ -	0%
	$ 7,013,799	**$ 6,285,517**	**90%**

Prior Year vs. Current Year

($ thousands)

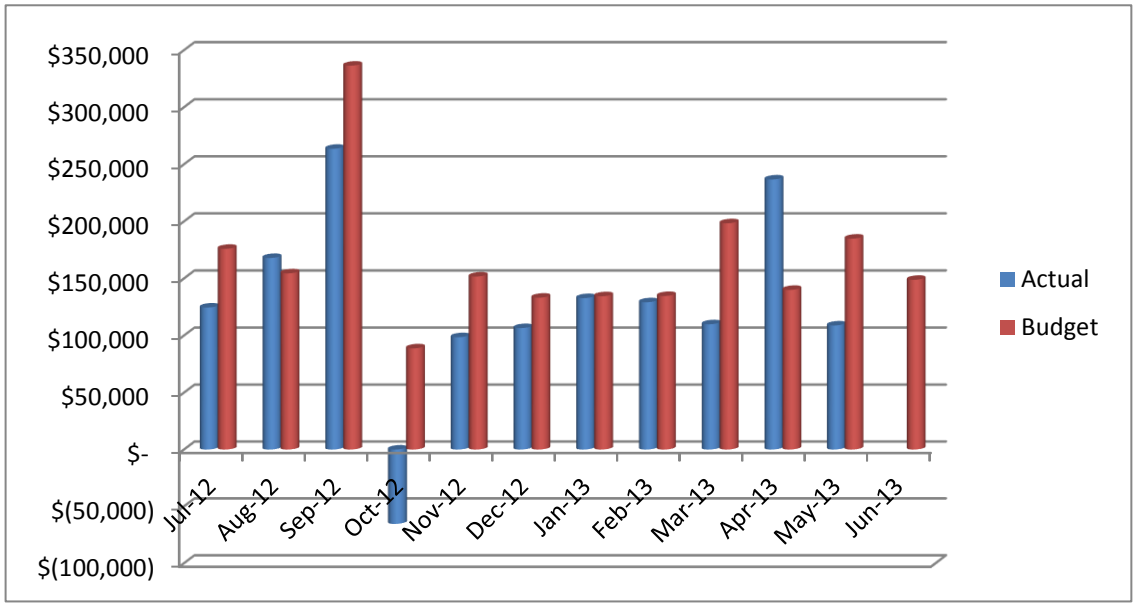
	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 537,428	$ 590,848	$ 53,420
August	$ 637,978	$ 645,616	$ 7,638
September	$ 890,381	$ 717,978	$ (172,403)
October	$ 421,413	$ 390,333	$ (31,080)
November	$ 487,320	$ 520,527	$ 33,207
December	$ 706,831	$ 614,240	$ (92,591)
January	$ 607,499	$ 537,863	$ (69,636)
February	$ 354,166	$ 504,470	$ 150,304
March	$ 641,741	$ 561,238	$ (80,503)
April	$ 669,266	$ 648,134	$ (21,132)
May	$ 552,255	$ 554,269	$ 2,014
June	$ 521,420	$ -	$ (521,420)
	$ 7,027,698	**$ 6,285,517**	**$ (742,181)**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



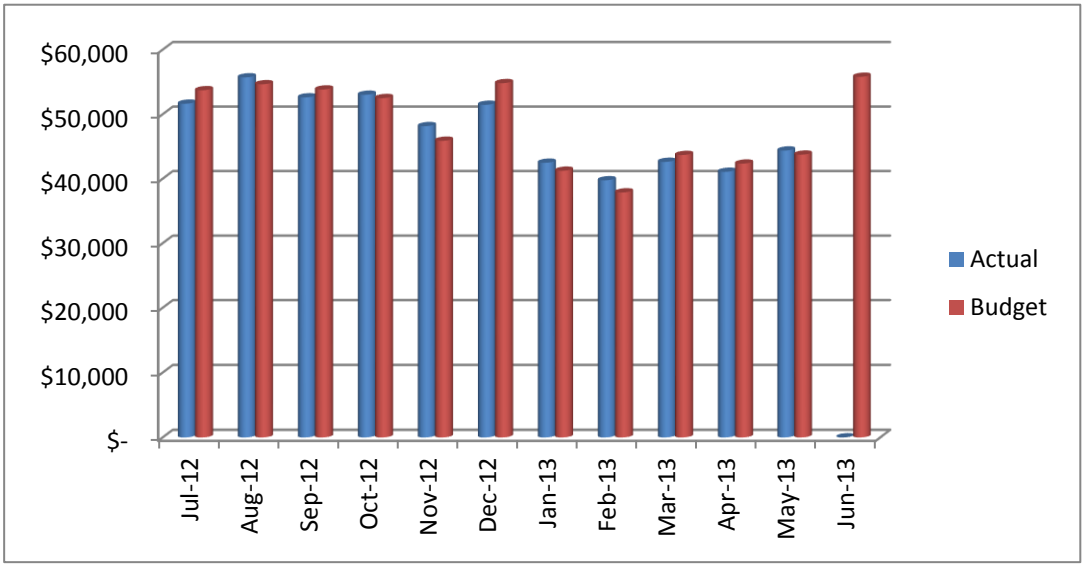
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/24/2012	Jul-12	$ 124,560	$ 176,002	71%
10/26/2012	Aug-12	$ 167,973	$ 154,497	109%
11/26/2012	Sep-12	$ 263,631	$ 336,445	78%
N/A	Oct-12	$ (65,391)	$ 88,794	-74%
1/30/2013	Nov-12	$ 98,601	$ 151,722	65%
2/25/2013	Dec-12	$ 106,557	$ 133,190	80%
3/22/2013	Jan-13	$ 132,835	$ 134,479	99%
4/22/2013	Feb-13	$ 129,189	$ 134,677	96%
6/7/2013	Mar-13	$ 109,903	$ 198,398	55%
6/21/2013	Apr-13	$ 236,761	$ 140,028	169%
7/22/2013	May-13	$ 108,859	$ 184,921	59%
	Jun-13		$ 148,848	0%
	YTD Total	$ 1,413,479	$ 1,982,001	71%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



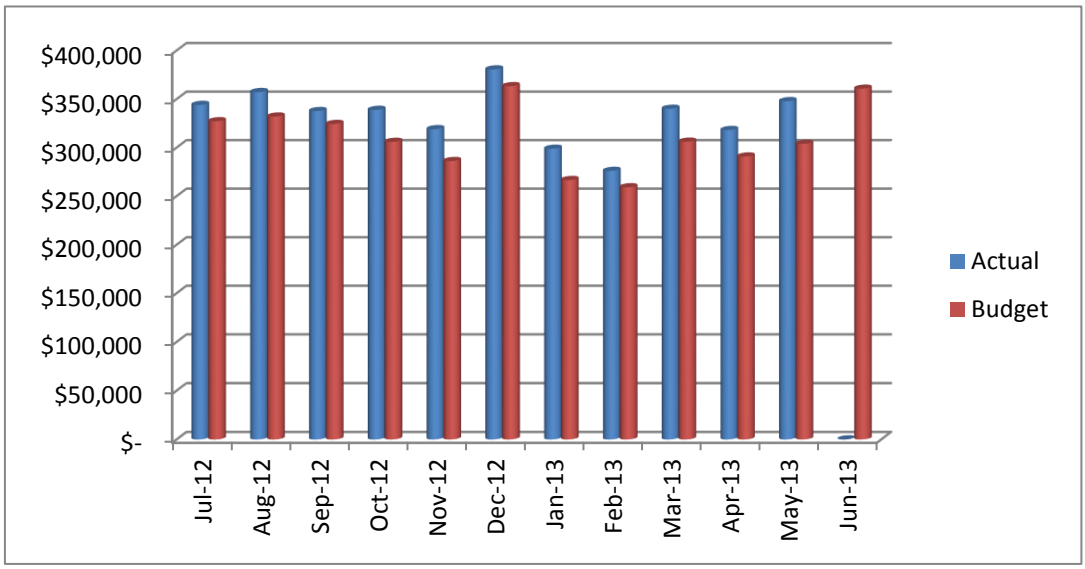
Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
10/11/2012	Jul-12	$ 51,622	$ 53,708	96%
11/8/2012	Aug-12	$ 55,703	$ 54,636	102%
1/9/2013	Sep-12	$ 52,600	$ 53,824	98%
1/9/2013	Oct-12	$ 53,009	$ 52,490	101%
2/7/2013	Nov-12	$ 48,144	$ 45,878	105%
3/1/2013	Dec-12	$ 51,452	$ 54,810	94%
3/28/2013	Jan-13	$ 42,472	$ 41,238	103%
5/13/2013	Feb-13	$ 39,752	$ 37,874	105%
6/18/2013	Mar-13	$ 42,612	$ 43,674	98%
TBD	Apr-13	$ 41,070	$ 42,340	97%
TBD	May-13	$ 44,368	$ 43,732	101%
	Jun-13	$ -	$ 55,796	0%
	YTD Total	$ 522,803	$ 580,000	90%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual	Budget	Actual Revenue % of Monthly Budget
9/25/2012	Jul-12	$ 343,976	$ 327,152	105%
10/25/2012	Aug-12	$ 357,202	$ 331,996	108%
11/30/2012	Sep-12	$ 337,614	$ 324,357	104%
12/20/2012	Oct-12	$ 338,872	$ 305,913	111%
1/24/2013	Nov-12	$ 318,969	$ 286,164	111%
2/27/2013	Dec-12	$ 380,531	$ 363,295	105%
3/21/2013	Jan-13	$ 298,821	$ 266,602	112%
4/22/2013	Feb-13	$ 276,041	$ 259,150	107%
5/29/2013	Mar-13	$ 339,972	$ 306,099	111%
6/24/2013	Apr-13	$ 318,123	$ 290,822	109%
7/22/2013	May-13	$ 347,834	$ 303,863	114%
	Jun-13	$ -	$ 360,686	0%
	YTD Total	$ 3,657,956	$ 3,726,099	98%

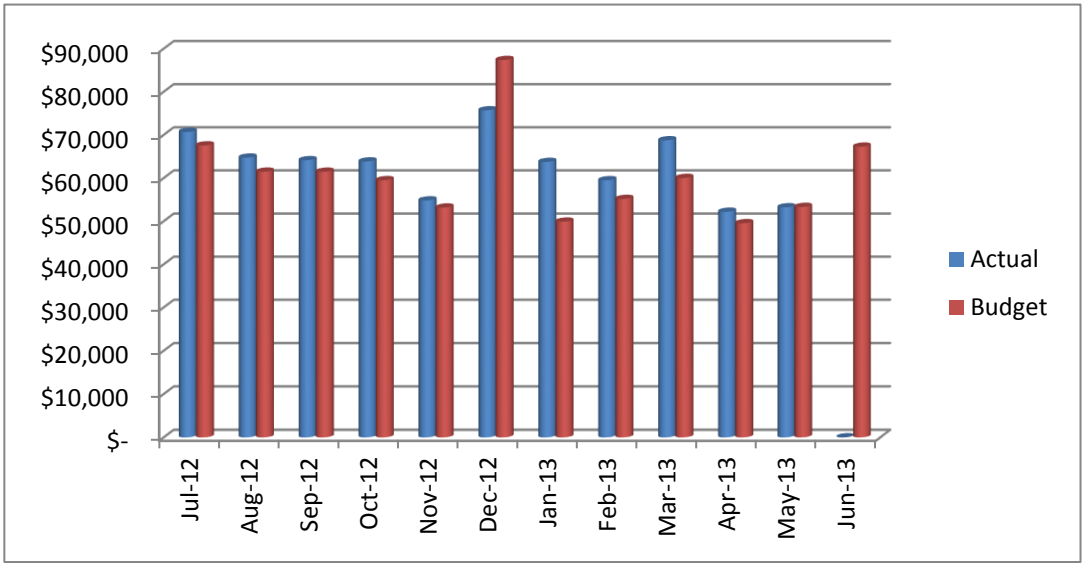
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Gross Receipts Revenue By County

TAOS COUNTY

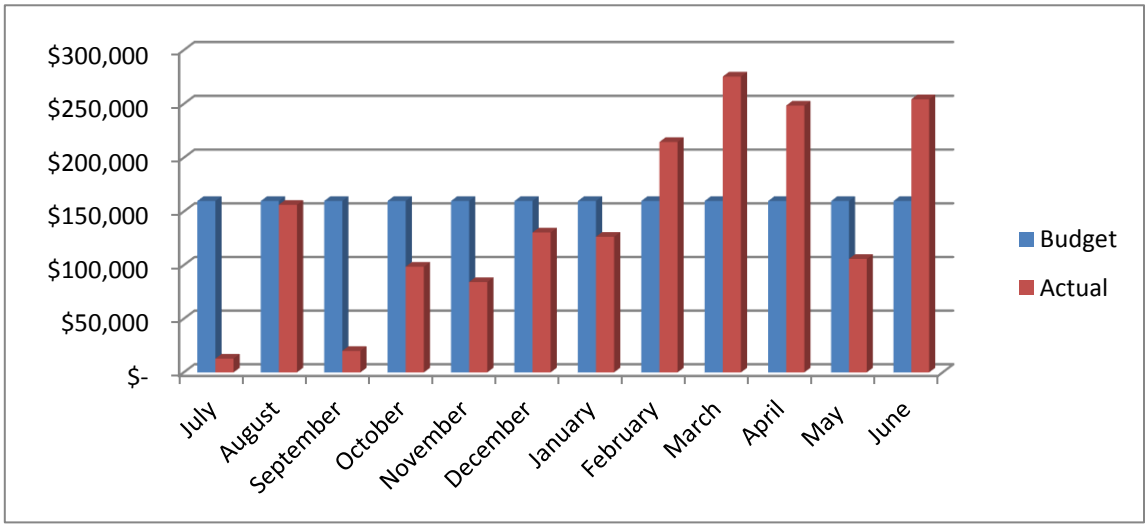


Date Received			Actual		Budget	Actual Revenue % of Monthly Budget
9/22/2012	Jul-12	$	70,690	$	67,563	105%
10/22/2012	Aug-12	$	64,738	$	61,467	105%
11/26/2012	Sep-12	$	64,133	$	61,467	104%
1/9/2013	Oct-12	$	63,843	$	59,507	107%
1/30/2013	Nov-12	$	54,813	$	53,158	103%
3/1/2013	Dec-12	$	75,700	$	87,374	87%
3/22/2013	Jan-13	$	63,735	$	49,892	128%
4/25/2013	Feb-13	$	59,488	$	55,153	108%
5/29/2013	Mar-13	$	68,751	$	60,015	115%
6/21/2013	Apr-13	$	52,180	$	49,529	105%
TBD	May-13	$	53,209	$	53,303	100%
	Jun-13	$	-	$	67,272	0%
	YTD Total	$	691,279	$	725,700	95%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Grant Revenue



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 159,823	$ 12,892	8%
August	$ 159,823	$ 156,324	98%
September	$ 159,823	$ 20,023	13%
October	$ 159,823	$ 98,589	62%
November	$ 159,823	$ 84,275	53%
December	$ 159,823	$ 130,478	82%
January	$ 159,823	$ 126,499	79%
February	$ 159,823	$ 214,632	134%
March	$ 159,823	$ 275,465	172%
April	$ 159,823	$ 248,497	155%
May	$ 159,823	$ 105,895	66%
June	$ 159,823	$ 254,362	159%
	$ 1,917,879	**$ 1,727,932**	90%

Prior Year vs. Current Year
($ thousands)

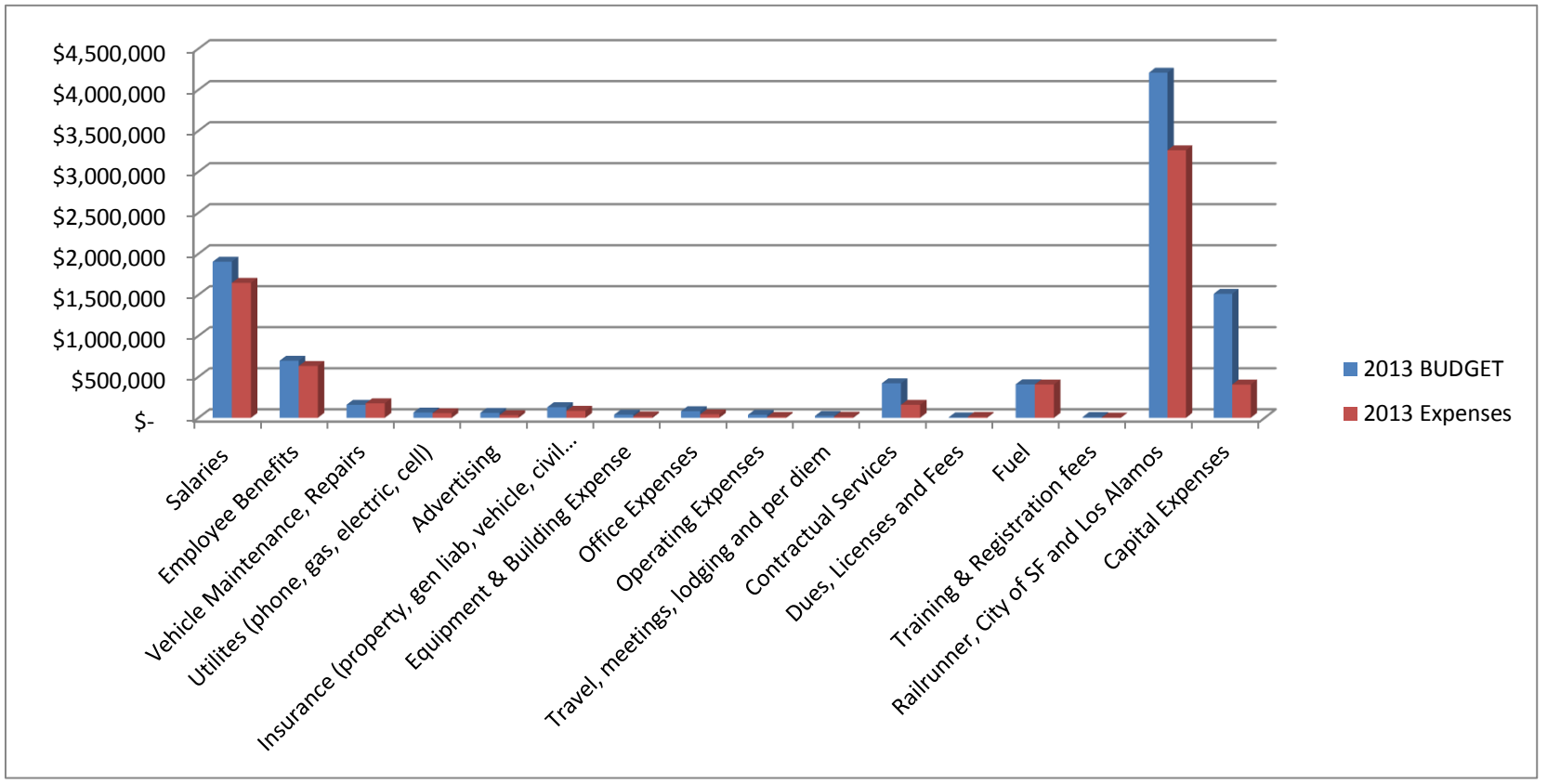
	Prior Year FY2012	Current Year FY2013	Inc/Dec from Prior Year to Current Year
July	$ 117,255	$ 12,892	$ (104,363)
August	$ 277,214	$ 156,324	$ (120,890)
September	$ 147,307	$ 20,023	$ (127,284)
October	$ 106,559	$ 98,589	$ (7,970)
November	$ -	$ 84,275	$ 84,275
December	$ 78,638	$ 130,478	$ 51,840
January	$ 166,375	$ 126,499	$ (39,876)
February	$ 630,114	$ 214,632	$ (415,482)
March	$ 160,966	$ 275,465	$ 114,499
April	$ 315,561	$ 248,497	$ (67,064)
May	$ 153,703	$ 237,820	$ 84,117
June	$ 192,660	$ 254,362	$ 61,702
	$ 2,346,352	**$ 1,859,857**	

MONTHLY BOARD REPORT

FY2013 (July 1, 2021 to June 30, 2013)

NCRTD Expenses by Type

As of June 30, 2013



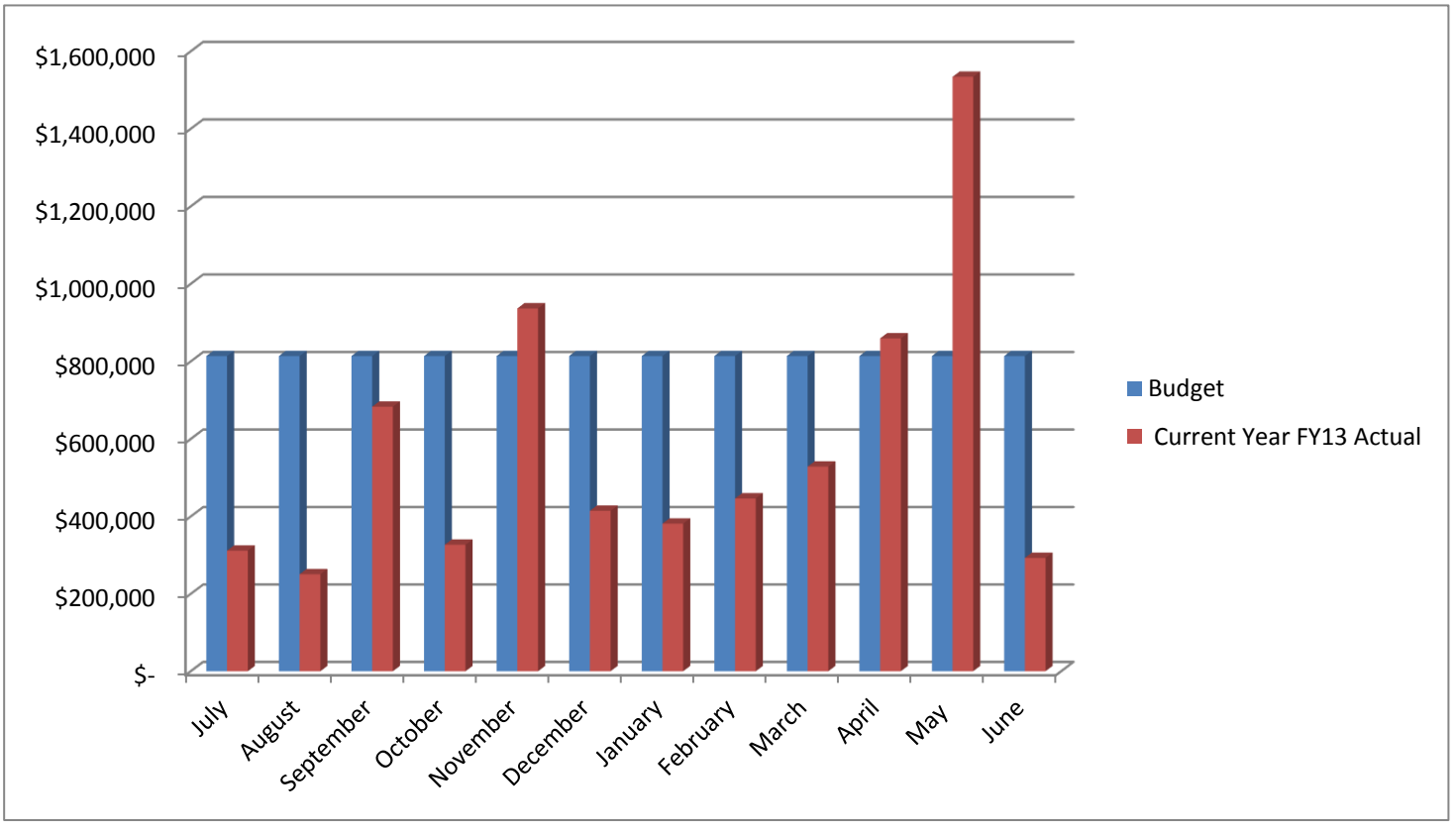
Comparative Expenses by Type

	2013 BUDGET	2013 Expenses	**YTD Budget Variance -100%**
	$	$	
Salaries	$ 1,903,838	$ 1,646,025	86.5%
Employee Benefits	$ 696,278	$ 632,477	90.8%
Vehicle Maintenance, Repairs	$ 159,000	$ 177,305	111.5%
Utilites (phone, gas, electric, cell)	$ 65,332	$ 56,547	86.6%
Advertising	$ 61,350	$ 32,455	52.9%
Insurance (property, gen liab, vehicle, civil rights)	$ 130,000	$ 85,956	66.1%
Equipment & Building Expense	$ 38,900	$ 18,679	48.0%
Office Expenses	$ 81,765	$ 42,830	52.4%
Operating Expenses	$ 37,400	$ 11,877	31.8%
Travel, meetings, lodging and per diem	$ 23,811	$ 13,846	58.1%
Contractual Services	$ 421,300	$ 158,839	37.7%
Dues, Licenses and Fees	$ 6,600	$ 12,013	182.0%
Fuel	$ 408,600	$ 406,647	99.5%
Training & Registration fees	$ 9,900	$ 2,952	29.8%
Railrunner, City of SF and Los Alamos	$ 4,208,280	$ 3,261,918	77.5%
Capital Expenses	$ 1,512,326	$ 405,899	26.8%
TOTAL	$ 9,764,680	$ 6,966,263	71.3%

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2013
($ thousands)

	Prior Year FY12 Actual	Budget	Current Year FY13 Actual	Inc/Dec of Budget vs Actual
July	$ 142,344	$ 813,723	$ 311,578	$ 502,145
August	$ 963,643	$ 813,723	$ 250,791	$ 562,932
September	$ 721,573	$ 813,723	$ 683,194	$ 130,529
October	$ 837,581	$ 813,723	$ 326,905	$ 486,818
November	$ 739,592	$ 813,723	$ 936,614	$ (122,891)
December	$ 1,080,601	$ 813,723	$ 414,507	$ 399,216
January	$ 275,156	$ 813,723	$ 381,446	$ 432,277
February	$ 485,137	$ 813,723	$ 446,430	$ 367,293
March	$ 584,671	$ 813,723	$ 528,488	$ 285,235
April	$ 952,560	$ 813,723	$ 859,345	$ (45,621)
May	$ 789,958	$ 813,723	$ 1,534,149	$ (720,425)
June	$ 634,183	$ 813,723	$ 292,818	$ 520,905
	$ 8,206,999	**$ 9,764,680**	**$ 6,966,263**	**$ 2,798,417**

71%

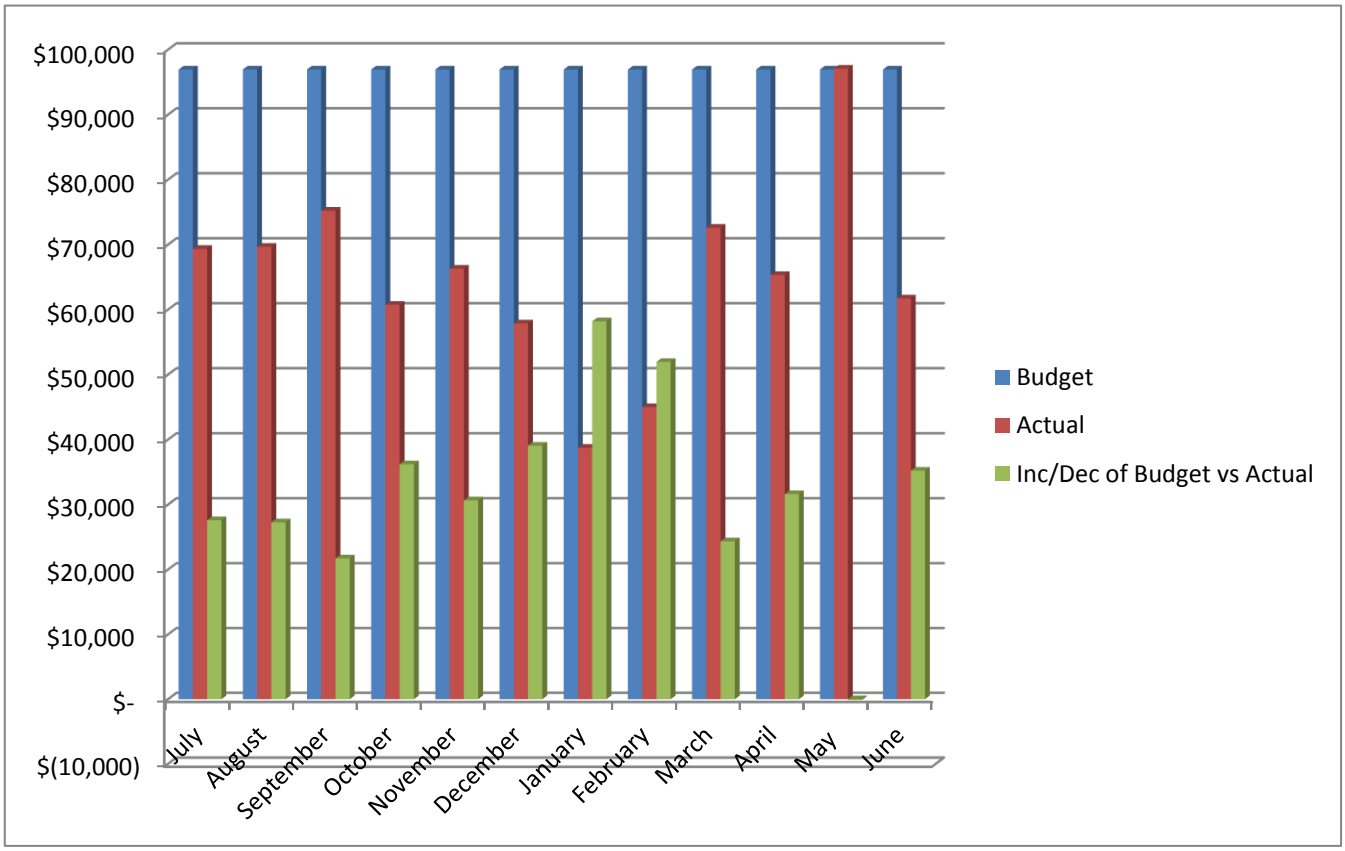
TOTAL NCRTD Budget

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Administration Expense Summary

Year to Date Budget Variance - 100%



Budget to Actual FY2013
($ thousands)

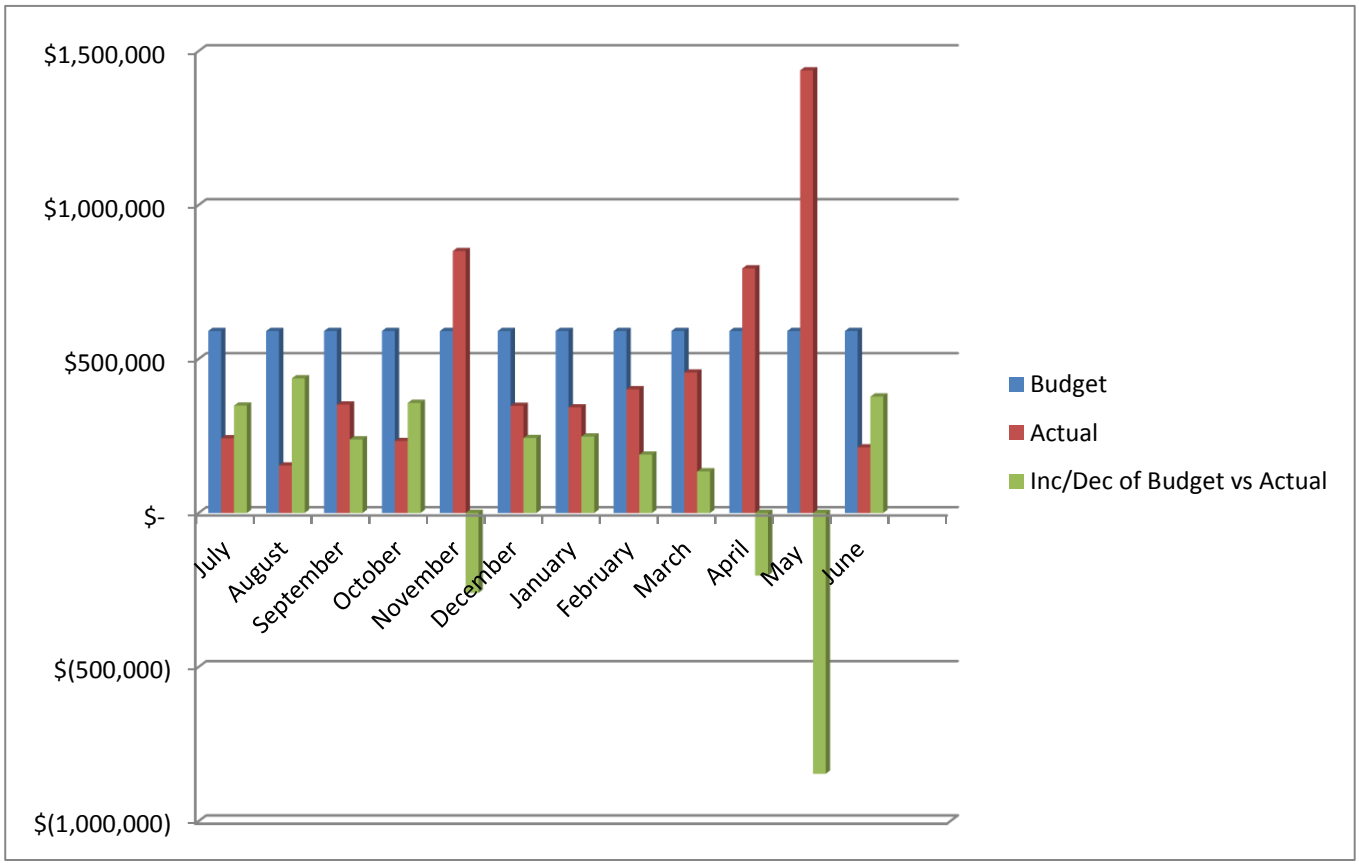
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -100%
July	$ 96,949	$ 69,348	$ 27,601	71.5%
August	$ 96,949	$ 69,675	$ 27,274	71.9%
September	$ 96,949	$ 75,225	$ 21,724	77.6%
October	$ 96,949	$ 60,747	$ 36,202	62.7%
November	$ 96,949	$ 66,298	$ 30,651	68.4%
December	$ 96,949	$ 57,883	$ 39,066	59.7%
January	$ 96,949	$ 38,744	$ 58,205	40.0%
February	$ 96,949	$ 44,995	$ 51,954	46.4%
March	$ 96,949	$ 72,604	$ 24,345	74.9%
April	$ 96,949	$ 65,329	$ 31,620	67.4%
May	$ 96,949	$ 97,082	$ (133)	100.1%
June	$ 96,949	$ 61,725	$ 35,224	63.7%
	$ 1,163,388	**$ 779,655**		**67.0%**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Operating Expense Summary

Year to Date Budget Variance - 100%



Budget to Actual FY2013
($ thousands)

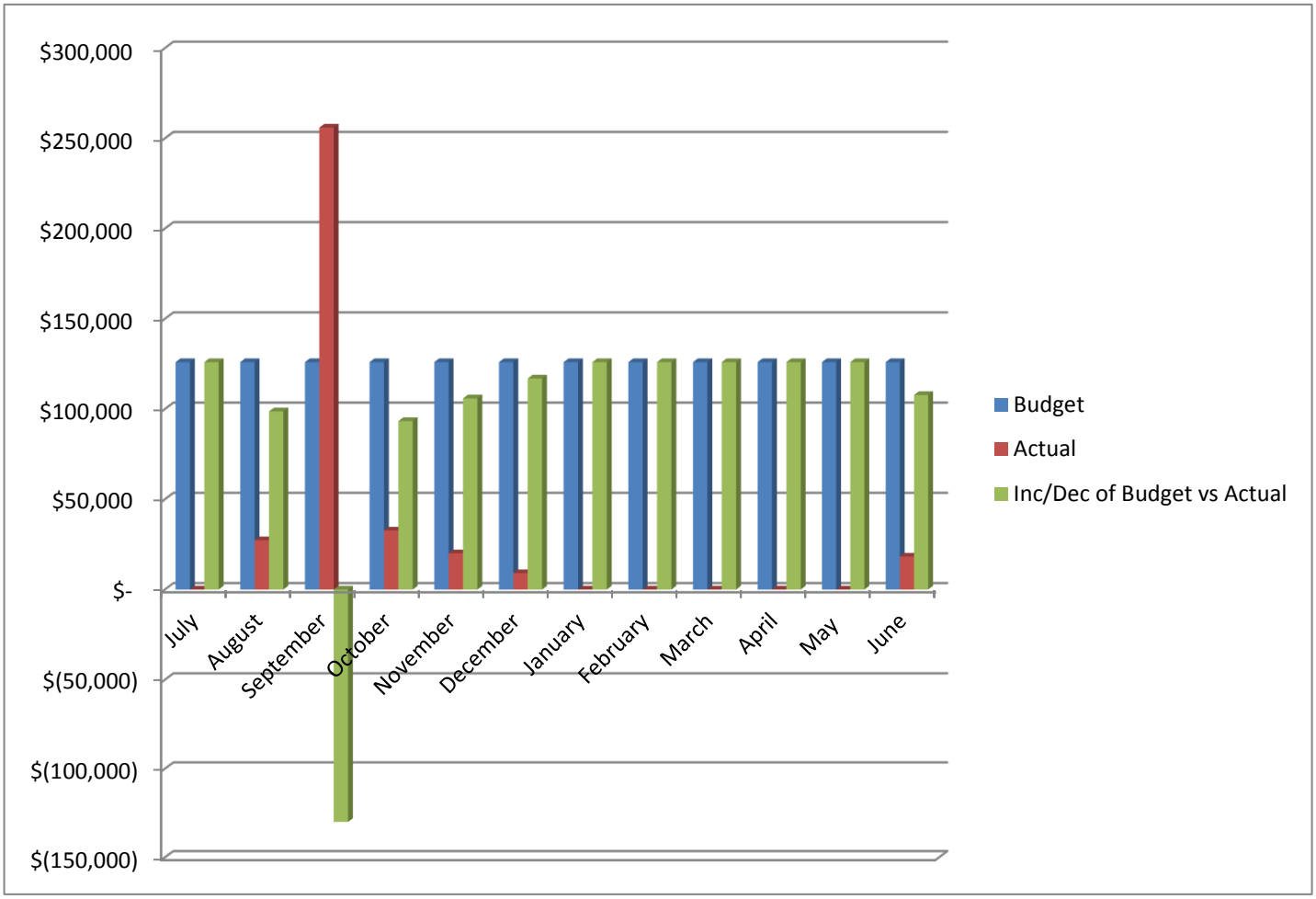
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -100%
July	$ 590,747	$ 242,230	$ 348,517	41.0%
August	$ 590,747	$ 153,801	$ 436,946	26.0%
September	$ 590,747	$ 351,985	$ 238,762	59.6%
October	$ 590,747	$ 233,461	$ 357,286	39.5%
November	$ 590,747	$ 850,247	$ (259,500)	143.9%
December	$ 590,747	$ 347,534	$ 243,213	58.8%
January	$ 590,747	$ 342,702	$ 248,045	58.0%
February	$ 590,747	$ 401,435	$ 189,312	68.0%
March	$ 590,747	$ 455,885	$ 134,863	77.2%
April	$ 590,747	$ 794,015	$ (203,268)	134.4%
May	$ 590,747	$ 1,437,067	$ (846,319)	243.3%
June	$ 590,747	$ 212,833	377,914.05	36.0%
	$ 7,088,966	**$ 5,823,195**		**82.1%**

MONTHLY BOARD REPORT

FY2013 (July 1, 2012 to June 30, 2013)

Capital Expense Summary

Year to Date Budget Variance - 100%



Budget to Actual FY2013
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -100%
July	$ 126,027	$ -	$ 126,027	0%
August	$ 126,027	$ 27,315	$ 98,712	22%
September	$ 126,027	$ 255,984	$ (129,957)	203%
October	$ 126,027	$ 32,697	$ 93,331	26%
November	$ 126,027	$ 20,069	$ 105,958	16%
December	$ 126,027	$ 9,090	$ 116,937	7%
January	$ 126,027	$ -	$ 126,027	0%
February	$ 126,027	$ -	$ 126,027	0%
March	$ 126,027	$ -	$ 126,027	0%
April	$ 126,027	$ -	$ 126,027	0%
May	$ 126,027	$ -	$ 126,027	0%
June	$ 126,027	$ 18,260	$ 107,767	14%
	$ 1,512,326	**$ 363,415**		**24.0%**

North Central Regional Transit District
Financial Summary Fiscal Year 2014
As of July 23, 2013

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting 1 partial month of financial activity for FY 2014. The standard for expenses that should be spent for the 1 partial month period is 8% of the budget.

The month of July does not reflect all expenses because the Finance Department will continue to process invoices for the remainder of the month and the District is continuing to also process revenue and expense that have not been recorded for the ending of FY13.

All budget figures in the revenue and expense charts and tables have been divided using a straight-line method to allocate monthly budget figures. A comparative analysis in revenue and expenses is presented to compare the previous year operating results.

Financial Highlights

Revenue:
As of June 23, 2013, total revenue received by NCRTD was $0. The District normally anticipates GRT from gathering information reported on the New Mexico Taxation and Revenue Department website, in which it has only reported activity for May 2013 that we will be receiving now in July, 2013 and which is attributed to the FY 2013 budget.

We will not know the activity of for July 2013 for several months and once received the anticipated revenue will be reported in September 2013 Financials.

The amounts in Federal Funding we are anticipating to expense through July 31st, 2013 will be posted on August 25th. At the completion of months end.

Revenue for fares posted as of 7/23/13 totals to $364.

Expenditures:
For the month ending July 23, 2013, NCRTD recognized expenditures totaling $69,942 which is .7% of total budgeted expenditures. This percentage is below the standard 8% for the time period.

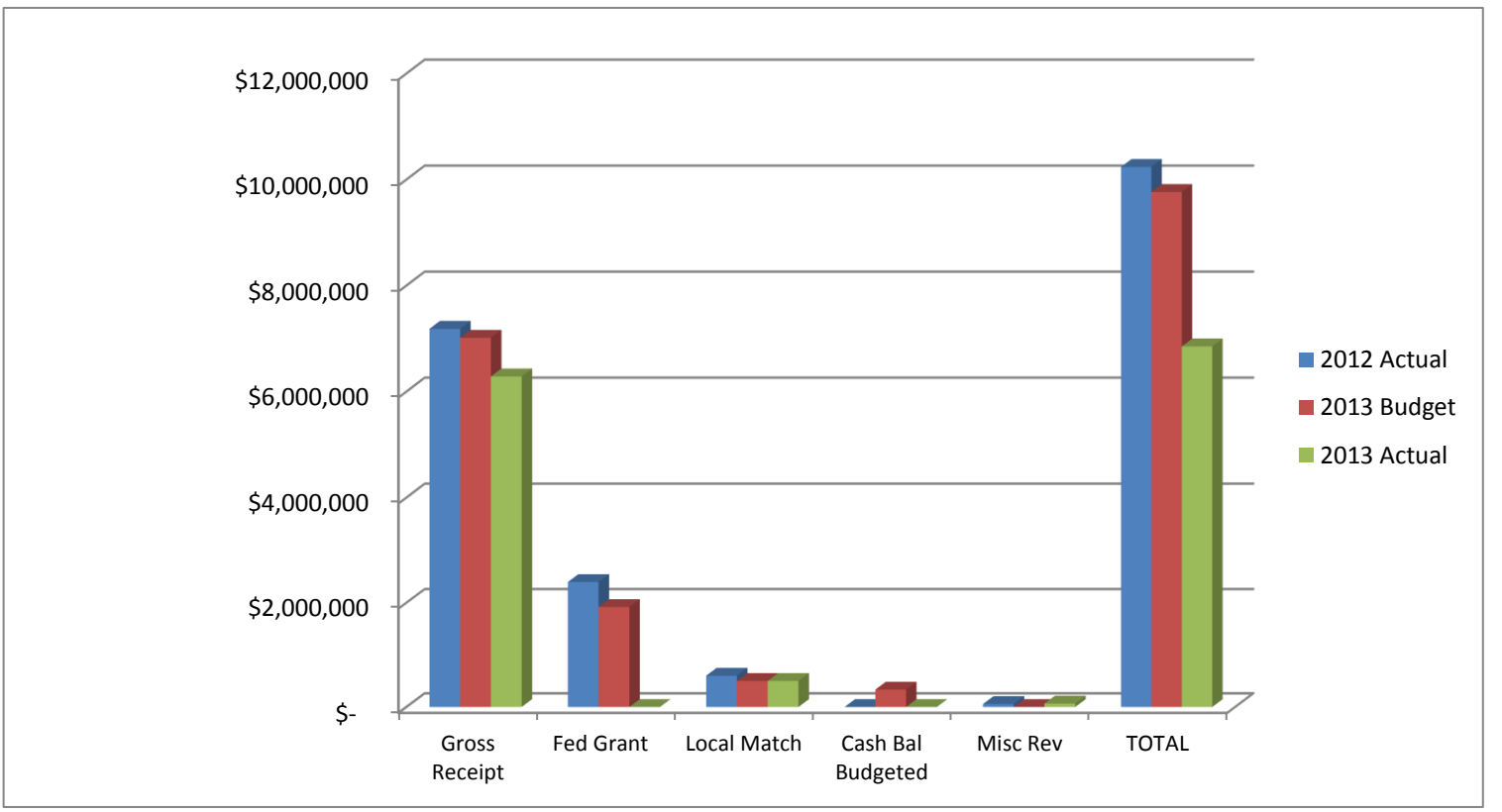
The last payroll in July has not been reported and most expenses are fluctuating between FY13 to close out the year and determining the current year expenditures of FY14.

Of the $69,942 spent by NCRTD, $34,192 was in Administration, $35,750 in Operations and $0 in Capital Outlay.

Administration has spent 3% of their budget, Operations has spent .5% and 0% in Capital Outlay.

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)
NCRTD Revenue by Sources
As of July 23, 2013

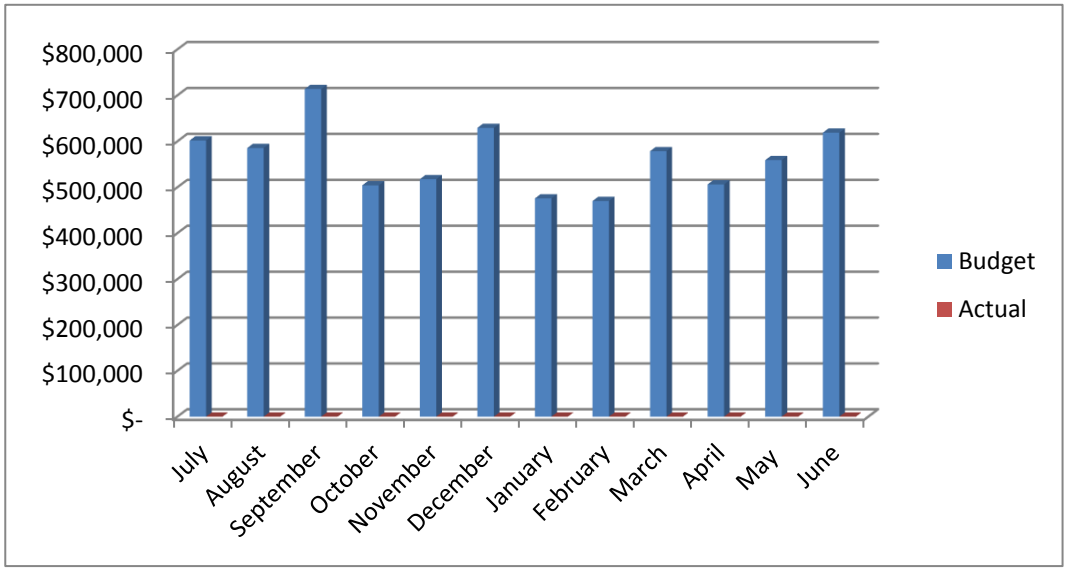


	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Actual	Actual vs budget
Gross Receipt	$ 7,183,334	$ 7,013,800	$ 6,285,517	$ 6,760,765	$ -	0.0%
Fed Grant	$ 2,397,970	$ 1,917,879	$ -	$ 2,121,199		0.0%
Local Match	$ 600,000	$ 500,000	$ 500,000	$ 450,000		0.0%
Cash Bal Budgeted	$ -	$ 333,000	$ -	$ -	$ -	0.0%
Misc Rev	$ 56,140	$ -	$ 65,710	$ 4,000	$ 364	9.1%
TOTAL	$ 10,237,444	$ 9,764,679	$ 6,851,228	$ 9,335,964	$ 364	0.0%

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue Thru July 23, 2013



Budget to Actual FY2013

($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 601,913	$ -	0%
August	$ 585,411	$ -	0%
September	$ 713,919	$ -	0%
October	$ 504,158	$ -	0%
November	$ 517,535	$ -	0%
December	$ 629,208	$ -	0%
January	$ 475,801	$ -	0%
February	$ 470,100	$ -	0%
March	$ 578,551	$ -	0%
April	$ 506,201	$ -	0%
May	$ 559,138	$ -	0%
June	$ 618,831	$ -	0%
	$ 6,760,765	**$ -**	**0%**

Prior Year vs. Current Year

($ thousands)

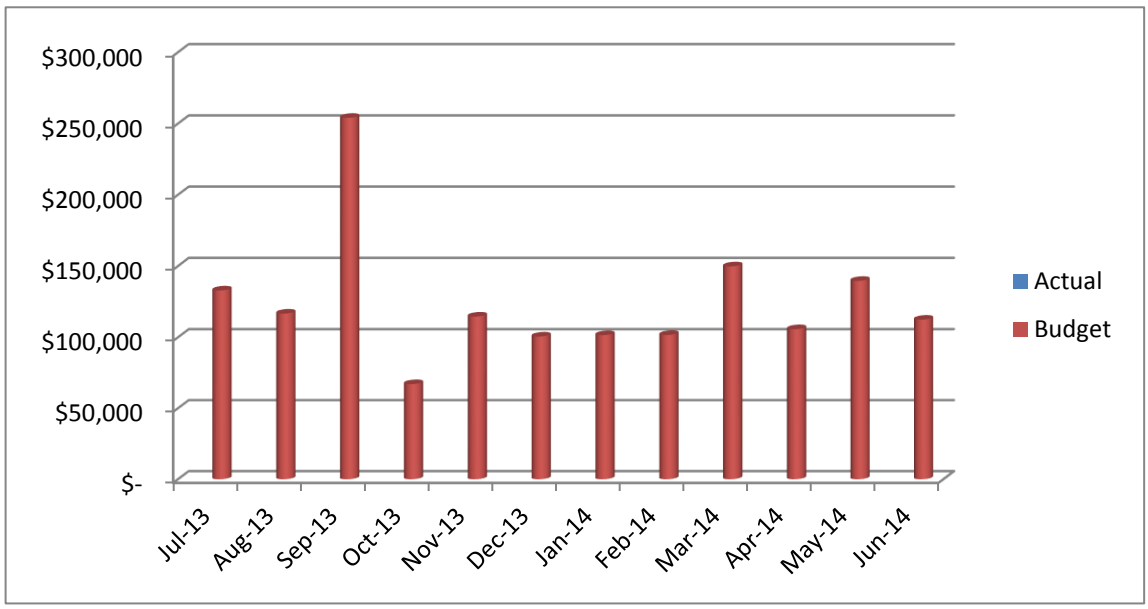
	Prior Year FY2013	Current Year FY2014	Inc/Dec from Prior Year to Current Year
July	$ 590,848	$ -	$ (590,848)
August	$ 645,616	$ -	$ (645,616)
September	$ 717,978	$ -	$ (717,978)
October	$ 390,333	$ -	$ (390,333)
November	$ 520,527	$ -	$ (520,527)
December	$ 614,240	$ -	$ (614,240)
January	$ 537,863	$ -	$ (537,863)
February	$ 504,470	$ -	$ (504,470)
March	$ 561,238	$ -	$ (561,238)
April	$ 648,134	$ -	$ (648,134)
May	$ 554,269	$ -	$ (554,269)
June	$ -	$ -	$ -
	$ 6,285,517	**$ -**	**$ (6,285,517)**

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



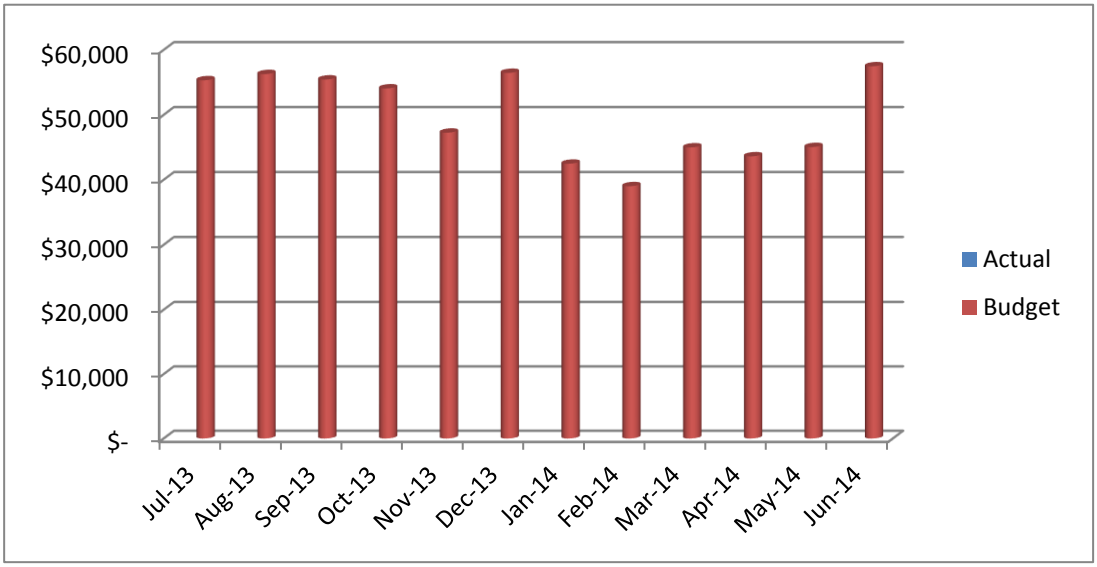
Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-13	$	132,881	0%
Aug-13	$	116,645	0%
Sep-13	$	254,016	0%
Oct-13	$	67,039	0%
Nov-13	$	114,550	0%
Dec-13	$	100,559	0%
Jan-14	$	101,531	0%
Feb-14	$	101,681	0%
Mar-14	$	149,791	0%
Apr-14	$	105,721	0%
May-14	$	139,615	0%
Jun-14	$	112,380	0%
YTD Total	$ -	$ 1,496,410	0%

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



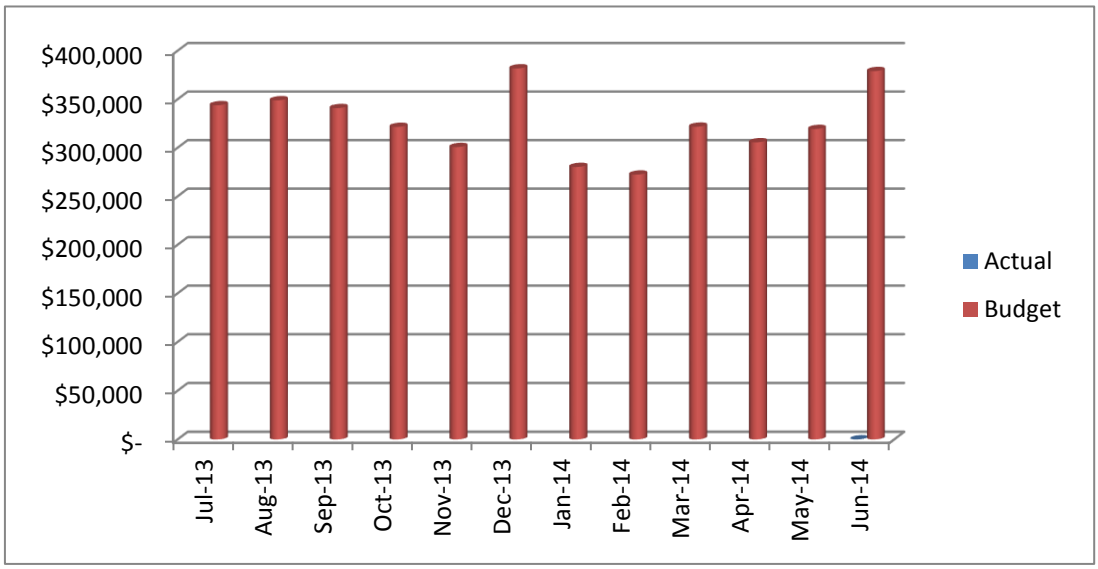
Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-13	$	55,321	0%
Aug-13	$	56,277	0%
Sep-13	$	55,441	0%
Oct-13	$	54,067	0%
Nov-13	$	47,256	0%
Dec-13	$	56,456	0%
Jan-14	$	42,477	0%
Feb-14	$	39,012	0%
Mar-14	$	44,986	0%
Apr-14	$	43,612	0%
May-14	$	45,046	0%
Jun-14	$	57,472	0%
YTD Total	$ -	$ 597,424	0%

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-13		$ 343,783	0%
Aug-13		$ 348,871	0%
Sep-13		$ 340,844	0%
Oct-13		$ 321,462	0%
Nov-13		$ 300,710	0%
Dec-13		$ 381,761	0%
Jan-14		$ 280,154	0%
Feb-14		$ 272,323	0%
Mar-14		$ 321,658	0%
Apr-14		$ 305,605	0%
May-14		$ 319,309	0%
Jun-14	$ -	$ 379,020	0%
YTD Total	$ -	$ 3,915,500	0%

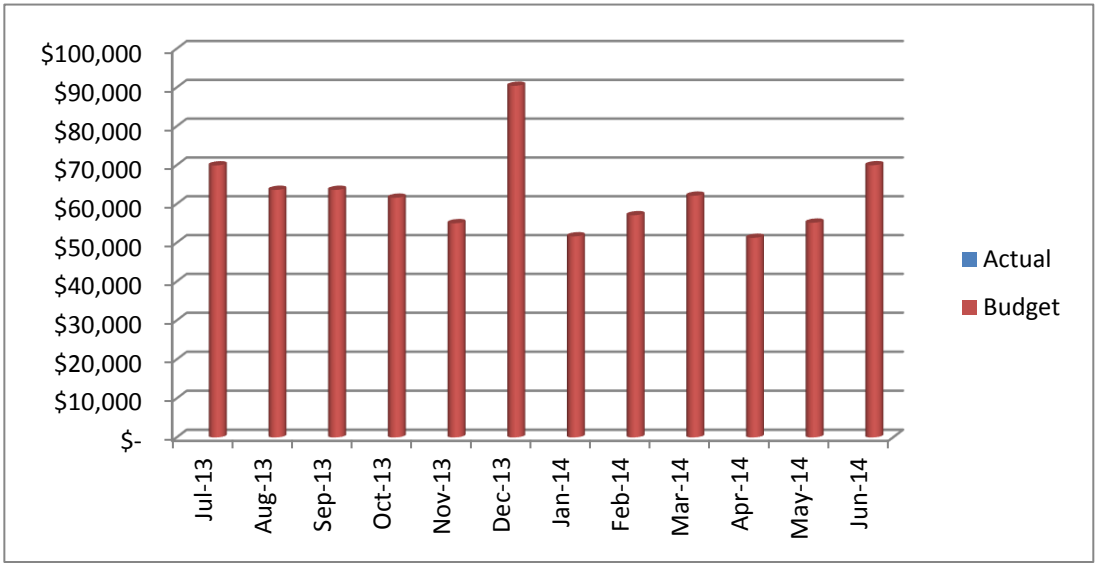
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Gross Receipts Revenue By County

TAOS COUNTY



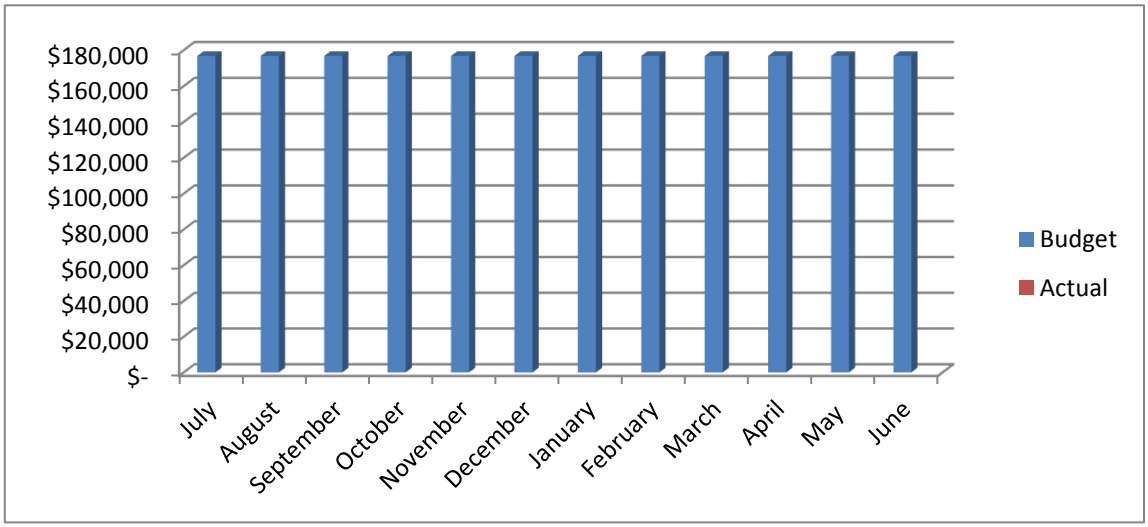
Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-13		$ 69,927	0%
Aug-13		$ 63,618	0%
Sep-13		$ 63,618	0%
Oct-13		$ 61,590	0%
Nov-13		$ 55,018	0%
Dec-13		$ 90,432	0%
Jan-14		$ 51,638	0%
Feb-14		$ 57,084	0%
Mar-14		$ 62,116	0%
Apr-14		$ 51,263	0%
May-14		$ 55,168	0%
Jun-14		$ 69,959	0%
YTD Total	$ -	$ 751,431	0%

$ 6,760,765

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Grant Revenue



Budget to Actual FY2014
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 176,767		0%
August	$ 176,767		0%
September	$ 176,767		0%
October	$ 176,767		0%
November	$ 176,767		0%
December	$ 176,767		0%
January	$ 176,767		0%
February	$ 176,767		0%
March	$ 176,767		0%
April	$ 176,767		0%
May	$ 176,767		0%
June	$ 176,767		0%
	$ 2,121,199	**$ -**	0%

Prior Year vs. Current Year
($ thousands)

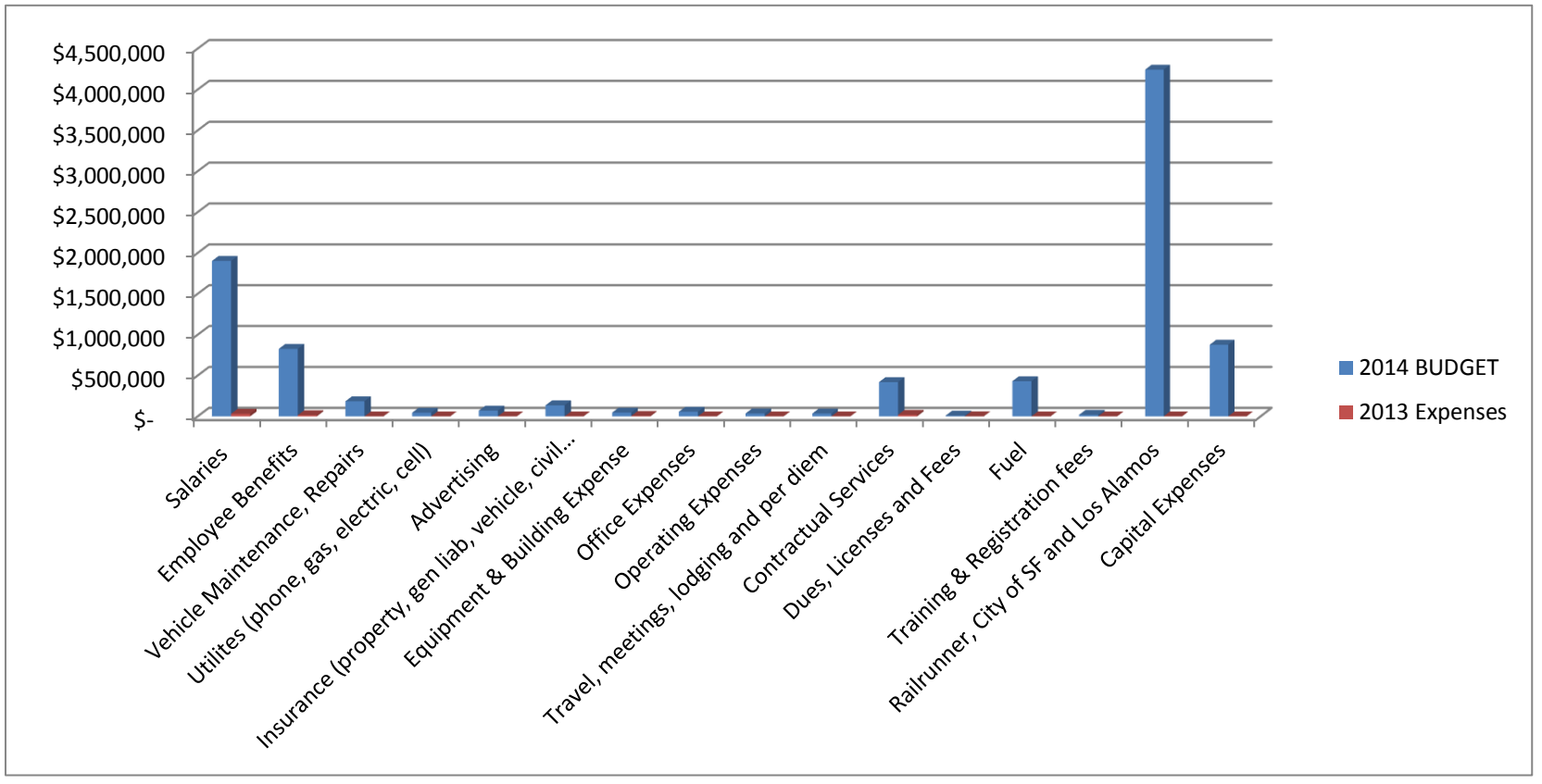
	Prior Year FY2013	Current Year FY2014	Inc/Dec from Prior Year to Current Year
July	$ 12,892		$ (12,892)
August	$ 156,324		$ (156,324)
September	$ 20,023		$ (20,023)
October	$ 98,589		$ (98,589)
November	$ 84,275		$ (84,275)
December	$ 130,478		$ (130,478)
January	$ 126,499		$ (126,499)
February	$ 214,632		$ (214,632)
March	$ 275,465		$ (275,465)
April	$ 248,497		$ (248,497)
May	$ 237,820		$ (237,820)
June	$ 254,362		$ (254,362)
	$ 1,859,857	**$ -**	

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

NCRTD Expenses by Type

As of July 23, 2013



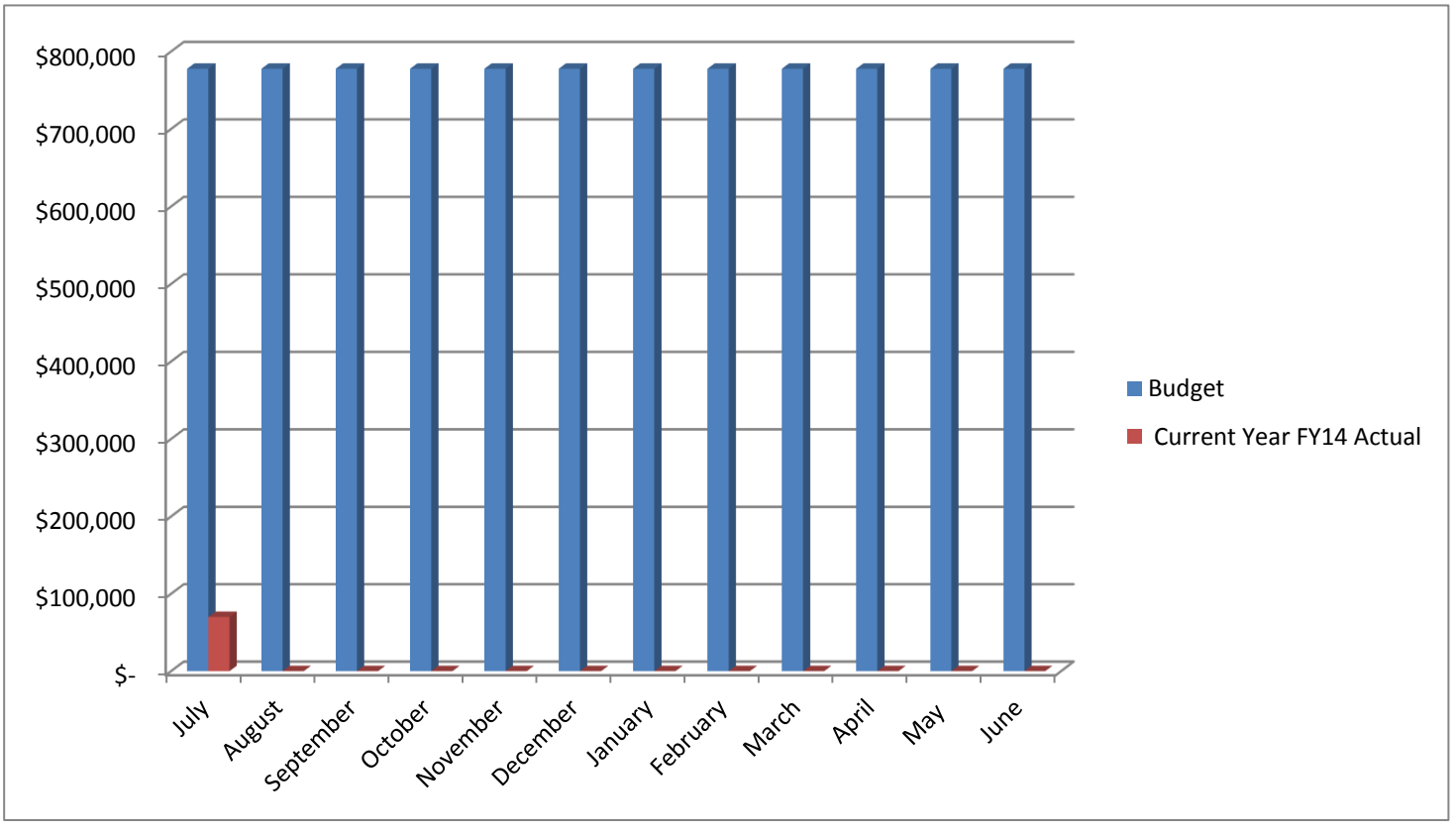
Comparative Expenses by Type

	2014 BUDGET	2013 Expenses	YTD Budget Variance -100%
	$	$	
Salaries	$ 1,902,117	$ 31,595	1.7%
Employee Benefits	$ 825,665	$ 14,188	1.7%
Vehicle Maintenance, Repairs	$ 184,920	$ 124	0.1%
Utilites (phone, gas, electric, cell)	$ 44,298	$ -	0.0%
Advertising	$ 70,440	$ -	0.0%
Insurance (property, gen liab, vehicle, civil rights)	$ 135,000	$ -	0.0%
Equipment & Building Expense	$ 46,036	$ 5,206	11.3%
Office Expenses	$ 56,470	$ -	0.0%
Operating Expenses	$ 35,700	$ -	0.0%
Travel, meetings, lodging and per diem	$ 34,712	$ -	0.0%
Contractual Services	$ 418,733	$ 18,640	4.5%
Dues, Licenses and Fees	$ 9,486	$ 190	2.0%
Fuel	$ 430,000	$ -	0.0%
Training & Registration fees	$ 18,513	$ -	0.0%
Railrunner, City of SF and Los Alamos	$ 4,242,874	$ -	0.0%
Capital Expenses	$ 877,000	$ -	0.0%
TOTAL	$ 9,331,964	$ 69,942	0.7%

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2014
($ thousands)

	Prior Year FY13 Actual	Budget	Current Year FY14 Actual	Inc/Dec of Budget vs Actual
July	$ 311,578	$ 777,664	$ 69,942	$ 707,722
August	$ 250,791	$ 777,664	$ -	$ 777,664
September	$ 683,194	$ 777,664	$ -	$ 777,664
October	$ 326,905	$ 777,664	$ -	$ 777,664
November	$ 936,614	$ 777,664	$ -	$ 777,664
December	$ 414,507	$ 777,664	$ -	$ 777,664
January	$ 381,446	$ 777,664	$ -	$ 777,664
February	$ 446,430	$ 777,664	$ -	$ 777,664
March	$ 528,488	$ 777,664	$ -	$ 777,664
April	$ 859,345	$ 777,664	$ -	$ 777,664
May	$ 1,534,149	$ 777,664	$ -	$ 777,664
June	$ 292,818	$ 777,664	$ -	$ 777,664
	$ 6,966,265	**$ 9,331,964**	**$ 69,942**	**$ 9,262,022**

1%

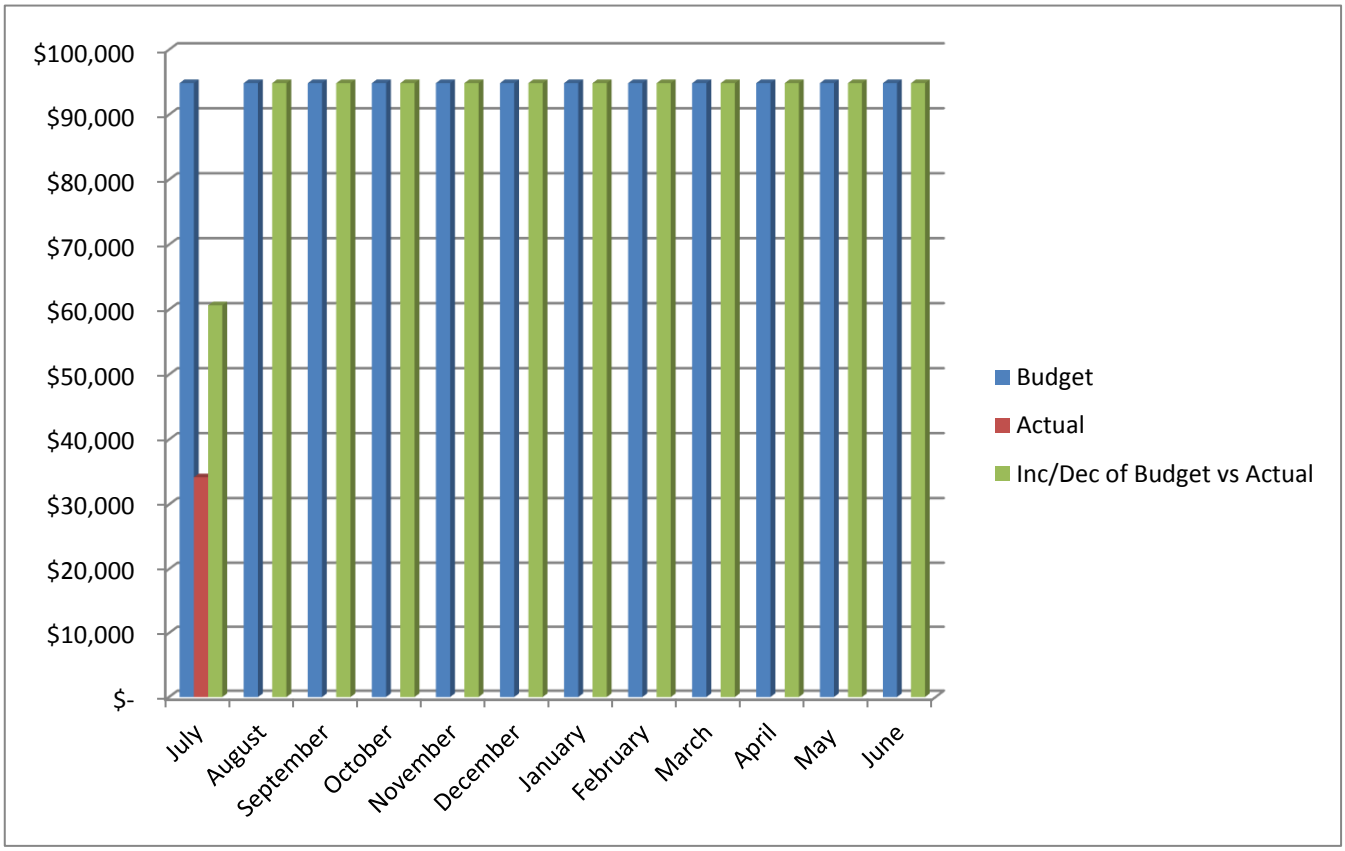
TOTAL NCRTD Budget

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Administration Expense Summary

Year to Date Budget Variance - 100%



Budget to Actual FY2014
($ thousands)

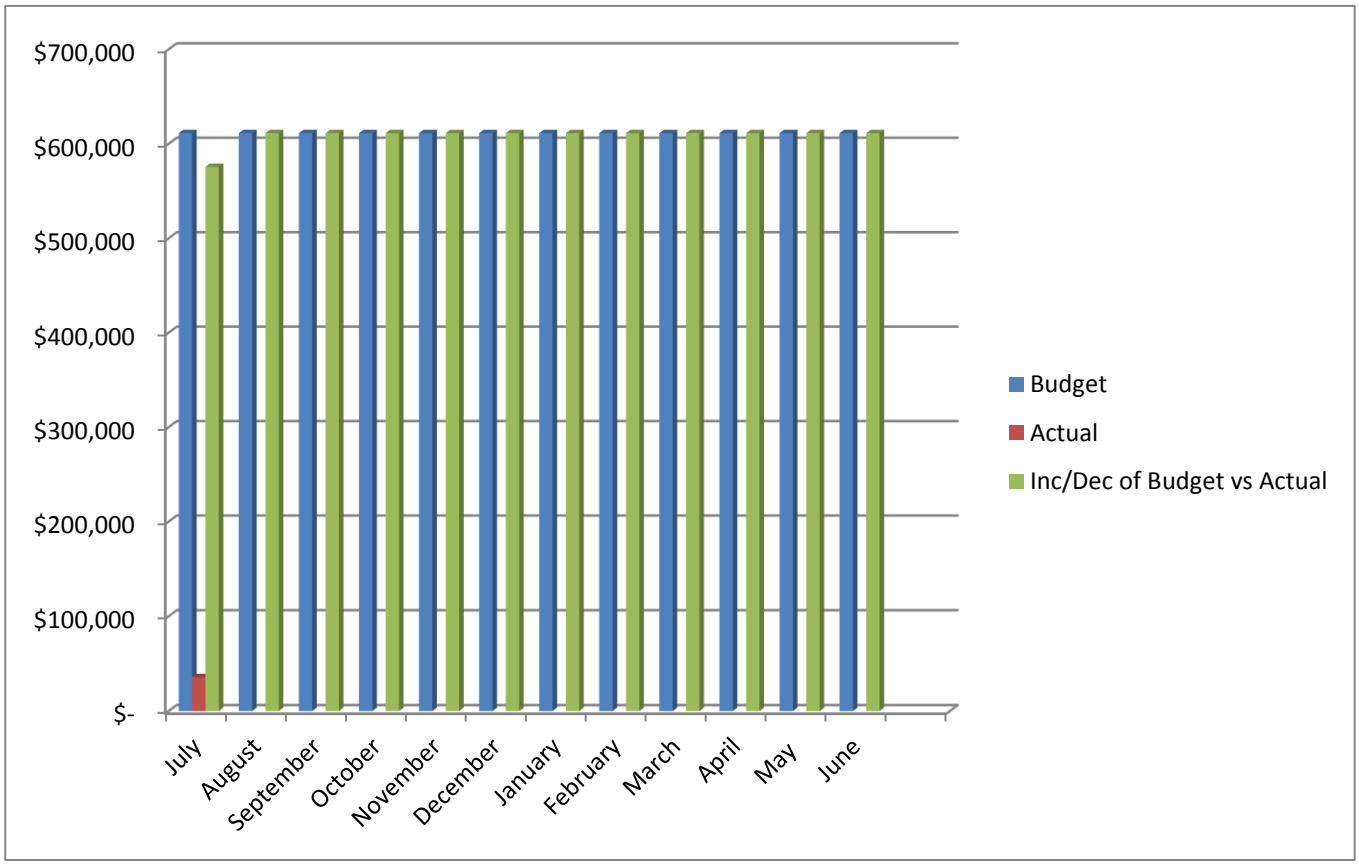
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -100%
July	$ 94,856	$ 34,192	$ 60,664	36.0%
August	$ 94,856		$ 94,856	0.0%
September	$ 94,856		$ 94,856	0.0%
October	$ 94,856		$ 94,856	0.0%
November	$ 94,856		$ 94,856	0.0%
December	$ 94,856		$ 94,856	0.0%
January	$ 94,856		$ 94,856	0.0%
February	$ 94,856		$ 94,856	0.0%
March	$ 94,856		$ 94,856	0.0%
April	$ 94,856		$ 94,856	0.0%
May	$ 94,856		$ 94,856	0.0%
June	$ 94,856		$ 94,856	0.0%
	$ 1,138,276	**$ 34,192**		**3.0%**

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

,

Year to Date Budget Variance - 100%



Budget to Actual FY2014
($ thousands)

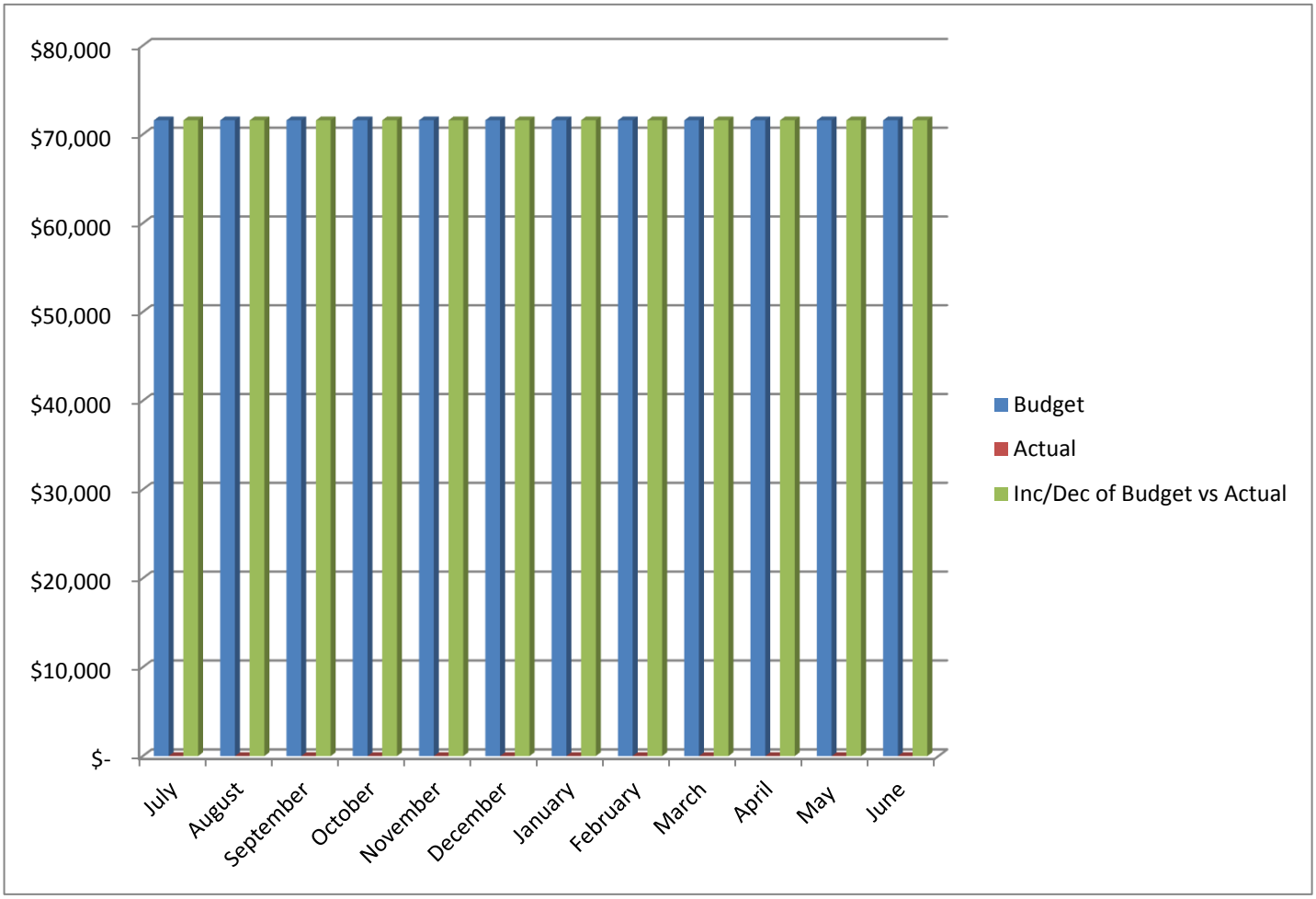
	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -100%
July	$ 611,224	$ 35,750	$ 575,474	5.8%
August	$ 611,224		$ 611,224	0.0%
September	$ 611,224		$ 611,224	0.0%
October	$ 611,224		$ 611,224	0.0%
November	$ 611,224		$ 611,224	0.0%
December	$ 611,224		$ 611,224	0.0%
January	$ 611,224		$ 611,224	0.0%
February	$ 611,224		$ 611,224	0.0%
March	$ 611,224		$ 611,224	0.0%
April	$ 611,224		$ 611,224	0.0%
May	$ 611,224		$ 611,224	0.0%
June	$ 611,224		611,224.00	0.0%
	$ 7,334,688	**$ 35,750**		**0.5%**

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

Capital Expense Summary

Year to Date Budget Variance - 100%



Budget to Actual FY2014
($ thousands)

	Budget	Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance -100%
July	$ 71,583	$ -	$ 71,583	0%
August	$ 71,583	$ -	$ 71,583	0%
September	$ 71,583	$ -	$ 71,583	0%
October	$ 71,583	$ -	$ 71,583	0%
November	$ 71,583	$ -	$ 71,583	0%
December	$ 71,583	$ -	$ 71,583	0%
January	$ 71,583	$ -	$ 71,583	0%
February	$ 71,583	$ -	$ 71,583	0%
March	$ 71,583	$ -	$ 71,583	0%
April	$ 71,583	$ -	$ 71,583	0%
May	$ 71,583	$ -	$ 71,583	0%
June	$ 71,583	$ -	$ 71,583	0%
	$ 859,000	**$ -**		**0.0%**

NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

June 28, 2013
9:00 a.m. - 11:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION:

A. Compensation and Classification Study – General and Non Represented Positions
Sponsor: Anthony Mortillaro, NCRTD Executive Director

B. Closed Session – closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations.

C. Reconvene in Open Session: possible action item from closed session.

D. Minutes from May 24, 2013 meeting.
Attachments: Draft Minutes

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Finance Subcommittee

Meeting June 28, 2013

9:00 a.m.

Board Members Present: *Leandro Cordova - Taos County, Tim Vigil – Pojoaque Pueblo (Telephonically)*

Staff Present: *Anthony Mortillaro – Executive Director, Glenda Aragon – Finance Manager, Dalene Lucero – Executive Assistant*

Guest(s) Present*: Mike Swallow – Consultant, Personnel Systems and Services*

Absent: *Philo Shelton - Los Alamos County, Barney Trujillo - Rio Arriba County, Robert Anaya - Santa Fe County*

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

This meeting was called to order to discuss the results of the compensation and classification study. However, due to several absences, it has been recommended that this meeting be rescheduled for a later date to obtain a recommendation from the Finance Subcommittee.

ADJOURN

NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

July 12, 2013
8:00 a.m. - 10:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION:

A. Compensation and Classification Study – General and Non Represented Positions
Sponsor: Anthony Mortillaro, NCRTD Executive Director

B. Closed Session – closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations.

C. Reconvene in Open Session: possible action item from closed session.

D. Minutes from May 24, 2013 meeting.
Attachments: Draft Minutes

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Finance Subcommittee

Meeting July 12, 2013

8:00 a.m.

Board Members Present: *Philo Shelton - Los Alamos County, Leandro Cordova - Taos County, Miguel Chavez – Santa Fe County, Tim Vigil – Pojoaque Pueblo*

Staff Present: *Anthony Mortillaro – Executive Director, Glenda Aragon – Finance Manager, Michael Kelly – Transit and Facilities Operations Manager*

Guest(s) Present*: Mike Swallow – Consultant, Personnel Systems and Services*

Absent: *Barney Trujillo - Rio Arriba County, Robert Anaya - Santa Fe County*

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

A. Compensation and Classification Study – General and Non-Represented Positions

Mr. Mortillaro began the discussion related to the General and Non-Represented Positions as noted in the binders given to the Subcommittee Members. He continued, stating that he would have Mr. Swallow give further explanation on the materials included in the binder, how the study was started, what was looked at, as well as the numbers and data involved for a recommendation to be made.

Mr. Mortillaro went on to mention that the first compensation and classification study was done for the District in 2007 of which Personnel Systems and Services was also the contractor for that effort. The study resulted in job descriptions, a step pay plan and various ranges. Since then, there has not been another compensation and classification study. Therefore, for the last six years we have not gone out into the market place and ascertained whether or not our salary ranges, were appropriate for the positions that the District has; the minimum and maximum rates of pay have not changed since 2007. Mr. Mortillaro continued and stated that normally organizations should conduct a study annually or biannually to stay competitive in the market place and are also aligned with the general compensation philosophies of their elected officials for that organization, and that's what the policies tend to reflect. He went on further stating that last August the Subcommittee made a recommendation to the Board for Mr. Mortillaro to conduct a compensation and classification analysis, the board approved and advised him to do so. Mr. Mortillaro then gave a brief background on the RFP proposal selection process in which

he then passed the conversation on to Mr. Swallow to speak about the study process and the end results.

Mr. Swallow began to explain that his approach in conducting these studies was to promote employee involvement as much as possible so that they can contribute to the process and can also see the outcome. He noted that the heart of job analysis is an internal equity assessment and methodology for equity issues. He went on giving a brief overview of his approach and analysis. Mr. Swallow noted that the compensation and classification study started with orientation meetings and a job values survey that was given to the employees to complete. Mr. Swallow jumped to page 7 of the binder, showing the results of the Employee Values survey, factoring in difficulty, work environment, job knowledge and responsibility. Job knowledge was the highest ranked value from the workforce, second of importance was responsibility, third was difficulty and lastly work environment. He went on further to note the variety of interpretations used for the worth of a job.

Mr. Mortillaro noted that the survey was distributed to employees in which they were directed to turn it in anonymously to Ms. Lucero in envelopes; management had no knowledge of whose surveys they were. Mr. Swallow was the only one who saw the survey's and tallied the data. He proceeded further, stating that they wanted to ensure employees felt free to complete the survey honestly, without having any concerns about certain information that was provided.

Mr. Swallow continued stating that additionally it allowed employees to express their perception in regards to pay. He mentioned that there were four key questions that were asked. Mr. Swallow referenced page 7 again, stating that the questions were tabulated at the far right of the document. He later went to the bottom of the document to the results of the questions asked. With this, 82.4% of employees believed that they were underpaid when considering their current pay and the value of their job; 64.7% of employees believed they were underpaid with their current pay and the pay of others within the organization performing essentially the same type of work; again, 82.4% of employees believed they were underpaid when considering their current pay and the amount of work they perform; and lastly, 91.2% of employees believed they were underpaid when considering their current pay and the pay of others outside of the organization performing essentially the same type of work – which obviously later proved to be untrue.

Mr. Chavez questioned whether the number of employees was a factor in regards to the last set of results.

Mr. Swallow responded, stating that it could for the organization. He noted that those percentages would level out. He also mentioned that the numbers were not atypical for other organizations he has studied. It is a venting exercise that gives the employees a chance to say things that they are not normally willing to say to a supervisor or manager.

Mr. Mortillaro mentioned that the results of this survey were shared with employees at the orientation Mr. Swallow held.

Mr. Chavez asked what the reactions of employees were having not been at those meetings.

Mr. Swallow responded stating that employees understood that is how it was seen, however they wanted to know what steps were to be taken next. However, they have not yet seen the market study results.

Mr. Mortillaro stated that they would not be seeing the market results for one group of employees because it was part of the negotiations with the Union. However, the non-represented employees have seen their results as it was distributed in this packet as public information.

Mr. Swallow noted that in terms of a remedy, each of these unique questions were addressed in different aspects of the study. For example, the first question, "Do you believe you are underpaid when considering your current pay and the value of the job?" Mr. Swallow stated that he went through the evaluation exercise as well as internal ranks and rankings, a new range of pay for each position was established for each position, and therefore the value of jobs was visited as part of the study. The second question being the pay of others within the organization doing essentially the same thing, which is an internal/managerial assessment, a performance assessment, as well as a work load distribution solution – which would chime in with being over worked. Do we have sufficient labor distribution so that those perceptions can be mitigated? He also noted that NCRTD management is going that direction with the performance approach to compensation which will help remedy that. The pass/fail program was probably a contributing factor to the higher answers on that particular question because everybody got the same of nothing or the same of something.

Mr. Chavez questioned whether or not there is a solid way of reprimanding or rewarding when appropriate.

Mr. Mortillaro said yes and no. He noted that the pass/fail was applicable to everyone in the organization. However, when the union came in, it only remained applicable to the non-represented staff. Everyone in the union gets evaluations based on whether or not the employee is performing, and/or whether the employee needs to be placed on a performance plan and where that performance plan is going to take them. Their compensation doesn't have a relationship to that because of the union agreements in place.

Mr. Chavez noted that the District no longer had the same correlation as before.

Mr. Swallow proceeded to state that as a public individual from the outside of the organization you tend to question what is it the employees within these organizations want in terms of

treatment, compensation and how it's managed, etc. He then noted that the union mentality is treatment for long term commitment of employees; a loyalty factor in which they'd like to have compensated.

Mr. Swallow continued further to state three items included on the survey. The most important to the employees was the Volume and Quality of work ranked at 1.41, next was the Timely Completion of Work ranked at 2.00, and lastly was the Longevity ranked at 2.29. Mr. Swallow mentioned that all of this would be assessed in the performance of the employees. He then stated that when the performance plans are redesigned and the organization's expectations are constructed, employees will be most gratified by having things designed for them to be reviewed for based on: volume, timely completion of work, conservation of resources etc. Mr. Swallow noted that it may or may have not been a revelation in terms of the organization, however it has been the same just about everywhere else he has studied. Mr. Swallow proceeded to summarize the remainder of page 7 in the binder.

Mr. Swallow then moved on to the next part of the study noting that he and a colleague came on-site and met one-on-one with employees in regards to the job analysis questionnaire. With that employees identified knowledge, skills, qualifications and abilities needed to do their jobs on a day-to-day basis. He continued stating that they also reviewed current job duties in which they used as a backbone to update and revise job descriptions. Mr. Swallow mentioned that employees and management were provided a copy of the new job descriptions to review for content and accuracy, in which these job descriptions are ready to be rolled-out.

Mr. Mortillaro noted that the job descriptions were all up to date. He continued stating that all of the Drivers did not review the descriptions, however driver representatives were selected to review the descriptions on behalf of all of the Drivers.

Mr. Shelton questioned whether or not a Union representative reviewed the descriptions as well.

Mr. Mortillaro responded stating that a Union representative did not review Union represented job descriptions because it was a management right. He mentioned again that all job descriptions were up to date, all employees were able to review their job descriptions and any modifications necessary were made.

Mr. Chavez asked when the negotiations with the Collective Bargaining Unit were scheduled.

Mr. Mortillaro replied, stating they were scheduled for Monday, July 22nd.

Mr. Swallow proceeded to mention that a job description then becomes a controlled document for equity assessment, which will now address the worth of the work. He referenced page 58 of the binder in the Classification and Job Analysis section, stating that Factor I – Job

Knowledge is the most important to the employees within the organization. Mr. Swallow noted that with this instrument, he assigned value to every job based on education, experience, licenses, and certifications. He also stated that this instrument is a living component of the jobs, and as job descriptions change, functions, redistribution of work etc., it could affect the value of a job. Mr. Swallow then moved on to page 59 of the document, referring to Factor II, the Responsibility level within each job and then over to Factor III on page 60, which was the Difficulty of Work, and lastly to page 61 of the document to Factor IV, which was the Work Environment. He again noted that all of the content of the job should be noted in each job description. Mr. Swallow continued over to page 62, stating that all assessments have been recognized, documented and tallied. He noted that you will see the hierarchy and importance of the positions on the page, of which it goes from the highest valued to the lowest valued position. He also mentioned that part of the ongoing maintenance of the system would have to be done from time to time.

Mr. Swallow continued on through the binder, stating that all the jobs now have an equity value in which the market data is brought together. He referenced pages 65-67 where a listing of comparable organizations are brought together showing where exactly the competition is in the market. Mr. Swallow went on stating that the analytical process was now statistical and so he wanted to assess how reliable the data is, how consistent the market treats those jobs, and test an assumption statistically that the rest of the market place is in agreement with how the organization values their jobs.

Mr. Chavez questioned whether or not benefits were also being compared.

Mr. Swallow responded stating that they were. He noted that initially they were looking at base pay only, however benefits would be looked at later on in the packet.

Mr. Mortillaro mentioned that during this study they did not benchmark any positions, every position was surveyed within the District. He also stated that they tried to find comparable matches to the extent they felt they were comparable.

Mr. Swallow proceeded stating that it will always be a challenge in the sense that no two jobs are exactly alike. Therefore, functional similarity is sufficient because it can be statistically assessed. He also noted that all of the data was fine-tuned prior to the meeting. Mr. Swallow moved on to page 69, noting that the market values were above NCRTD values. He went on further stating that pay grades would now be eliminated in which salary would now be based on the market, which is brand new approach on interpreting pay. Mr. Swallow moved on to page 70 of the binder now looking at the minimum pay practices.

[Mr. Vigil entered the room.]

Mr. Swallow summarized what the committee members had gone through previously, and noted that they were now looking at the survey data and the outcome of that data, again referencing page 70 of the binder stating that it did not include Union Positions.

Mr. Mortillaro noted that they did have the data for the subcommittee members, which would be given in the closed session.

Mr. Swallow went on to page 71 of the binder, referencing the midpoint rate comparison for each position, noting that the market rate and NCRTD rate were not very far off. He then moved on to page 72 of the binder then going over the maximum rate comparison. As a Segway into the strategy for building a pay plan there's less reliability on the upper end of the pay plan then there is on the entry level where there is more consistency. Mr. Swallow then moved on to page 73 of the binder indicating that it was the current average actual pay which was more for informational purposes. He proceeded to page 74 of the binder where actual pay and surveyed pay is plotted with the trend of the market range. Therefore, the assumption here is that everyone's pay will fall within the range. He also noted that there were a couple of positions that fell either above or below the range. Mr. Swallow moved on to page 75 stating that the page indicated where everyone fell within the current structure. He continued to page 76 to the new proposed pay plan of which he referred the range percent at the far right of the document, noting that the more career oriented jobs had a higher range.

Mr. Swallow moved on to the Least Cost Implementation on page 77 of the binder, noting that only those under the minimum starting point are being recommended for an adjustment. Currently only two adjustments are being made, one for Mr. Gustavo Martinez and the other for Mr. Dan Gavurnik. Everybody else fell within the range which increased the budget $1,294, which is less than 0.21%.

Mr. Mortillaro noted that in order to implement this study, there will need to be a budget increase of $1,300.00.

Mr. Vigil stated that everyone involved in the study did a very good job.

Mr. Mortillaro mentioned again, that the pay ranges had not been looked at since 2007, and although more movement was expected, the market did not increase by much for certain positions.

Mr. Swallow noted that in terms of maintenance if you did not want to do a study frequently, you can take the CPI and rather than applying it to their actual rate of pay, you can adjust their scale. Therefore they will move their scale by the market movement on the CPI and still manage individual pay based on performance. He continued stating that it moves the whole range, making those who have hit max on the scale, again eligible for performance increases.

Mr. Swallow then moved on to the benefits package on page 78 with a listing of comparable organizations. He mentioned that there was dramatic change in the benefits arena in regards to the redesign of benefits plans and cost increases. However, he also noted the NCRTD was ahead of the game in terms of benefits premiums.

Mr. Mortillaro noted that the majority of Local Public Bodies have the same cost associated with benefits because they have adopted the State of New Mexico Benefits Plan. Some organization decided to go self-insured, in which you need a large enough pool to do that, but the costs are not that far off from where the District is. However, the State now has increased health care premiums by 15%, which may increase again by 15% in December, which obviously impacts the employee and the organization. He also noted that the State of New Mexico redesigned their plan in which the out of pocket expense has increased, so this chart is not the full picture of what is occurring.

Mr. Swallow moved on to the retirement contribution amounts of which these numbers are reflective of the changes that were effective July 1st. He briefly went over employee/employer contributions comparative with others in the market.

Mr. Mortillaro gave further explanation on how the pension plan works in regards to the plan an organization is placed in. He went on to mention the provision indicating an employer can pick up 75% of the employee contribution, which in turn also needed to be analyzed among the comparable organizations; the majority of the organizations are picking up 75%. Mr. Mortillaro noted that the District currently only pays 50% of the pension costs, which is why the District is 4% below what the market is doing. He also mentioned the legislation that was passed that increases pension costs by 1.5%. He stated that most organizations have moved forward in picking up those costs and some have not, in which they need to find out which organizations those are.

Mr. Swallow proceeded to further explain briefly the data on page 78, which later concluded the discussion on the results for non-represented employees.

Mr. Vigil then made a motion to move into closed session. Mr. Shelton seconded the motion in which it passed by unanimous voice vote.

B. Closed Session - closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations.

C. Reconvene in Open Session: Possible Action Item from Closed Session.

D. Minutes from May 24, 2013 Meeting

Mr. Mortillaro asked the subcommittee members to review the minutes from the May 24th meeting and to submit any changes to Ms. Lucero.

ADJOURN – Next Finance Subcommittee meeting will be held on August 23, 2013 at 9:00 AM.

EXECUTIVE REPORT

July 2013

EXECUTIVE

- Oversaw Transit Service Plan process, reviewed tech memo 2 and 3 and meet with consultants to discuss findings and service improvements.
- Attended Santa Fe MPO Technical Coordination Meeting.
- Finalized materials from consultant on Classification and Compensation Study.
- Staff and I met with selected Consultant regarding Conceptual Design RFQ for a Maintenance Facility and negotiated services contract.
- Commenced negotiations on CBA Wage opener.
- Met with IT Contractor to discuss system updates.
- Met with attorneys, PERA and Social Security consultant regarding issues related to social security participation.
- Reviewed Governmental Conduct Act modifications.
- Met with District lobbyist to commence planning for legislator meetings and upcoming legislative session.
- Reviewed alternative fuels analysis report and staff recommendations.
- Participated in Health Care reform webinar.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

MARKETING/PUBLIC INFORMATION

- Attended a Transit Plan Update meeting at Pojoaque Pueblo.
- Wrote and disseminated press release regarding the July Route Enhancements.
- Worked with various media outlets and received positive press regarding the Route Enhancements in the following: Taos News, Rio Grande Sun, Santa Fe New Mexican, Albuquerque Journal, Santa Fe Hometown News, KSWV-AM Santa Fe.
- Arranged a taped interview with Chairman Barrone on KTAO-FM regarding the Costilla addition that aired on Friday, July 12.
- Worked with Madrid Cultural Projects for exposure on their Facebook page and The Good Times newsletter which goes out to over 1000 local residents about the new RTD service.

- Worked with Lonnie Montoya for an event to greet the RTD bus at the Governor's Office stop as part of the new route enhancements. The event was attended by Governor Perez and Lt. Governor Talachy.
- Modified ads in Santa Fe New Mexican, Taos News, Rio Grande Sun to promote the route enhancements pertinent to each of those paper's service areas.
- Worked with Santa Fe Trails for signage to appear on each of the special event buses for Folk Art Market that stated: This free transit service is funded by the North Central Regional Transit District through the Regional Transit Gross Receipts Tax (with prominent placement of our logo). Our logo appears on brochures, rack cards and in advertisements for the Market.
- Provided various updates to ncrtd.org throughout the month.
- Wrote and disseminated press releases and rider alerts on each of the seven new route enhancements.
- Wrote and disseminated a rider alert on the temporary closure of Sheridan Street in Santa Fe and the move of that stop for the day; as well as for Espanola focus group that was conducted by Southwest Planning and Marketing for the Service Plan Update.
- Organized (and attended) RTD involvement in the Espanola Fiesta Parade for which RTD Drivers April Martinez, Jose Palomares and Helen Abeyta provided great assistance and served as ambassadors along the parade route.
- Wrote and submitted two articles for the NMPTA Summer Newsletter.
- Santa Fe New Mexican ad program included two RTD ads that ran in the editions on Wednesday, July 10 and July 12, going into the Folk Art Market weekend.
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in July excluding Saturdays and Sundays .
- KSWV 810-AM in Santa Fe, :30 sec spot ran 20 times in July as well as 30 :20 sec promos announcing RTD sponsorship of the NM Trivia question of the day during the 7:30 AM ½ hour.
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in July.
- Two ads ran in July in the Rio Grande Sun, Los Alamos Monitor and the Taos News.
- Green Fire Times ¼ page ad ran in July issue.
- Chama Valley Times ¼ page ad ran in July issue.

SERVICE DEVELOPMENT

- May 5311 Ridership Report
- June 5311 Ridership Report
- July 2, 2013 Tribal Subcommittee meeting canceled due to low expected attendance; date of next meeting to be determined
- Met with KFH Group to discuss Tech Memo #2 regarding service plan update
- Reviewed Tech Memo #3 regarding service plan update and discussed with KFH Group
- Participated in NMDOT 5310 and 5311 FY 2015 training session

- Attended The National Transit Institute's webinar titled Methods for Forecasting Demand and Quantifying Need for Rural Passenger Transportation
- Continued contact with Santa Clara Pueblo and further discussed potential 5310/5311 future vehicle purchases

OPERATIONS

- Attended Class and Comp study presentation with Finance Committee
- Worked with staff to launch Board approved expanded services.
- Recruiting and interviewing potential new drivers;
- Met with KFH Group on revising regional service plans;
- Obtained PO for Board approved purchase of ITS technologies, AVL/CAD.

Performance Measures

for

Fiscal Year 2013

June ‘13

Performance Measures for Fiscal Year 2013

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."
The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

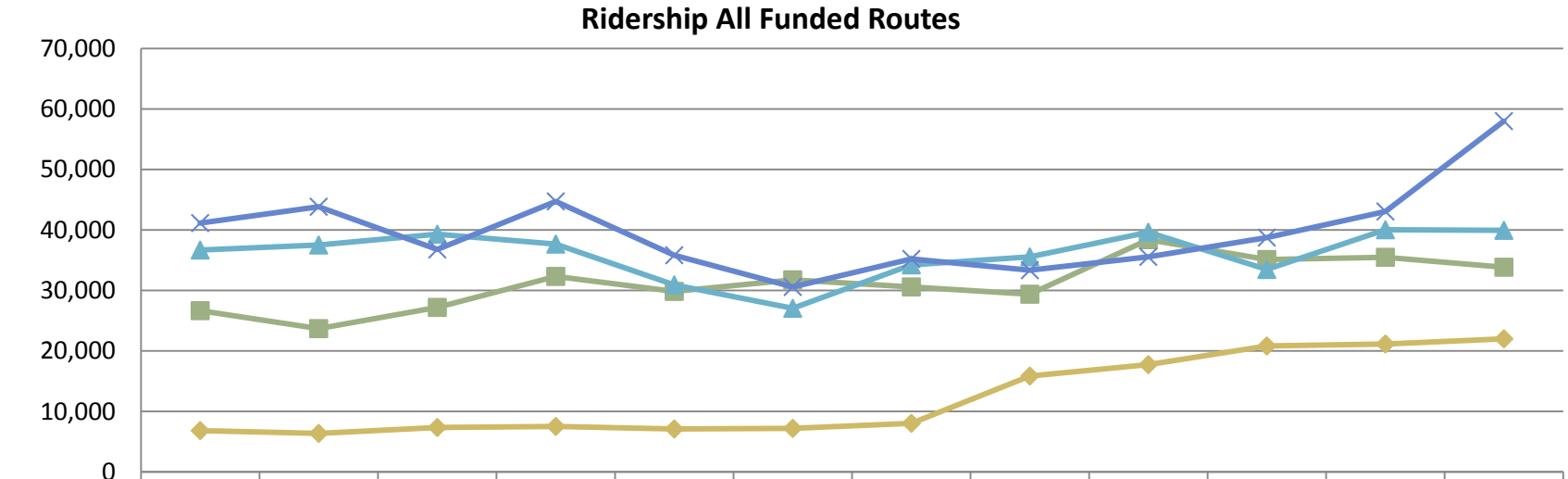
1. **Administrative:**
   - **A. Ridership, All Funded Routes**
   - **B. Ridership, NCRTD Operated Routes**
   - **C. Monthly Expenditures**
   - **D. Cost Per Mile**
   - **E. Cost Per Trip**
2. **Fleet:**
   - **A. Vehicle Back Up Ratio**
   - **B. Average Vehicle Age**
   - **C. Percentage of "On-Time" PM / Inspections**
   - **C. Accidents, Major/Minor Tracking**
3. **Customer Relations:**
   - **A. Complaints**
   - **B. Incidents**

The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2012. The data is for 2010 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

Performance Measure - Administrative:

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District's operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

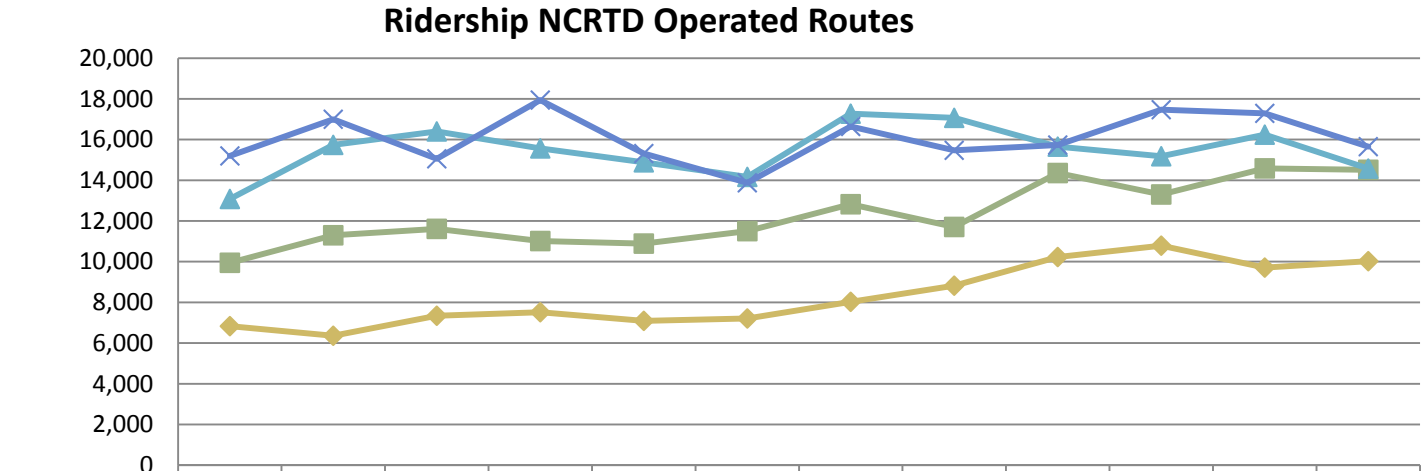


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	15,858	17,731	20,820	21,152	22,011
FY 10-11	26,655	23,679	27,202	32,325	29,835	31,743	30,570	29,368	38,395	35,114	35,480	33,845
FY 11-12	36,666	37,522	39,298	37,650	30,923	27,051	34,236	35,541	39,611	33,474	40,027	39,942
FY 12-13	41,135	43,836	36,784	44,720	35,825	30,576	35,214	33,352	35,549	38,724	43,060	57,985

Performance Measure - Administrative:

Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 20 fixed and commuter routes as well as the demand response routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.



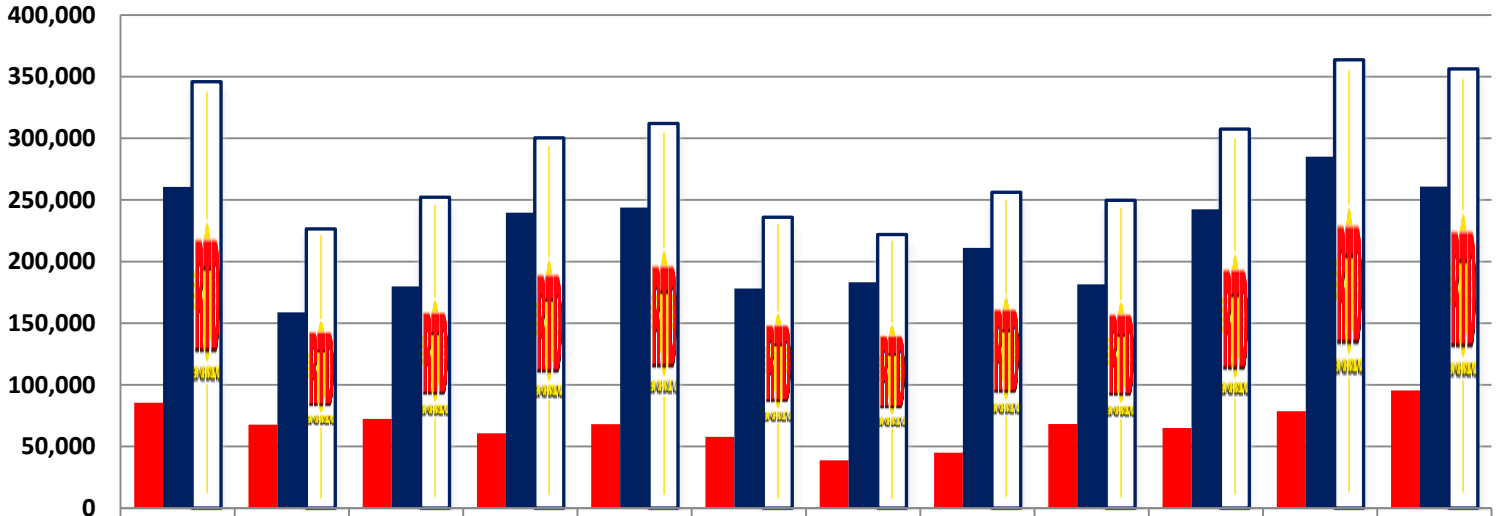
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	8,817	10,230	10,782	9,712	10,022
FY 10-11	9,942	11,300	11,614	11,011	10,885	11,504	12,824	11,709	14,356	13,299	14,586	14,516
FY 11-12	13,081	15,739	16,397	15,567	14,886	14,167	17,274	17,071	15,650	15,178	16,244	14,573
FY 12-13	15,200	16,995	15,052	17,943	15,317	13,872	16,642	15,471	15,729	17,465	17,285	15,653

Performance Measure - Administrative:

Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

Monthly Expenditures FY 12-13

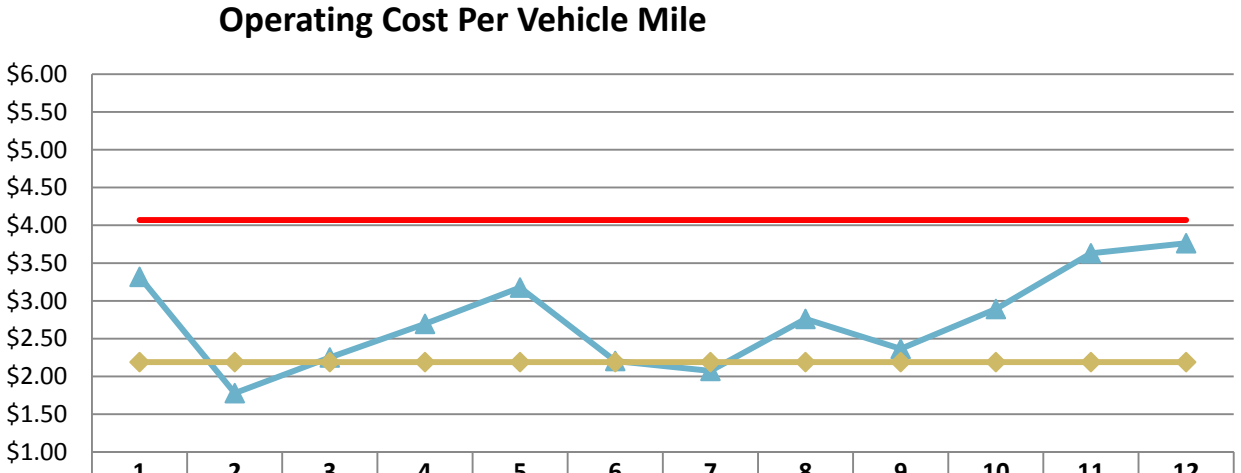


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Admin	$85,431	$67,751	$72,414	$60,747	$68,142	$57,883	$38,700	$44,995	$68,187	$65,004	$78,564	$95,483
Operating	$260,498	$158,801	$179,834	$239,655	$243,827	$178,098	$183,217	$211,170	$181,548	$242,427	$285,149	$260,776
Total	$345,929	$226,552	$252,248	$300,402	$311,969	$235,981	$221,917	$256,165	$249,735	$307,431	$363,713	$356,259

Performance Measure - Administrative:

Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the 2012 Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark.

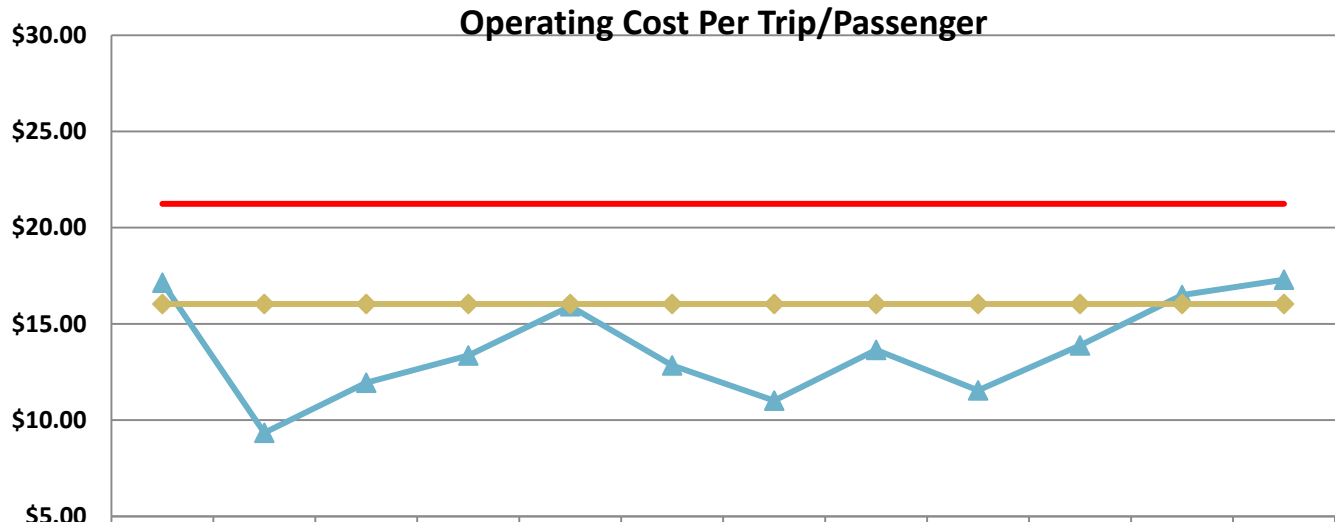


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	$3.32	$1.78	$2.25	$2.70	$3.18	$2.20	$2.07	$2.76	$2.36	$2.89	$3.63	$3.76
Sandoval/Valencia	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07
Region 6 Total Cost Per Mile	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19	$2.19

Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the 2012 Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark.

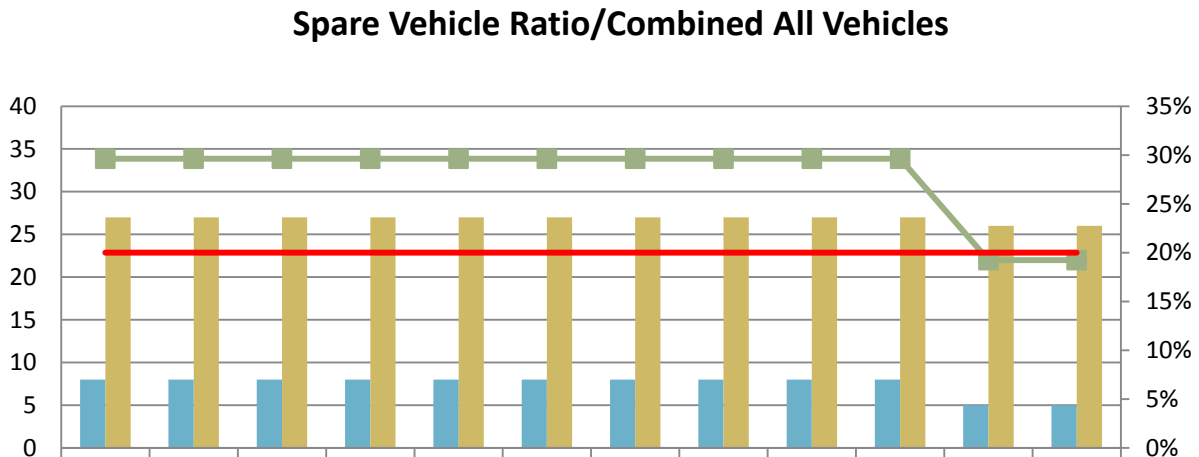


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	$17.14	$9.34	$11.95	$13.36	$15.92	$12.84	$11.01	$13.65	$11.54	$13.88	$16.50	$17.30
Sandoval/Valencia	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24
Region 6 Total Cost Per Trip	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03	$16.03

Performance Measure - Fleet:

Spare Vehicle Ratio/Combined all Vehicles

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 50 vehicles. NCRTD's fleet totals 35 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of 27 and a backup fleet of 8, the backup ratio is 30%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

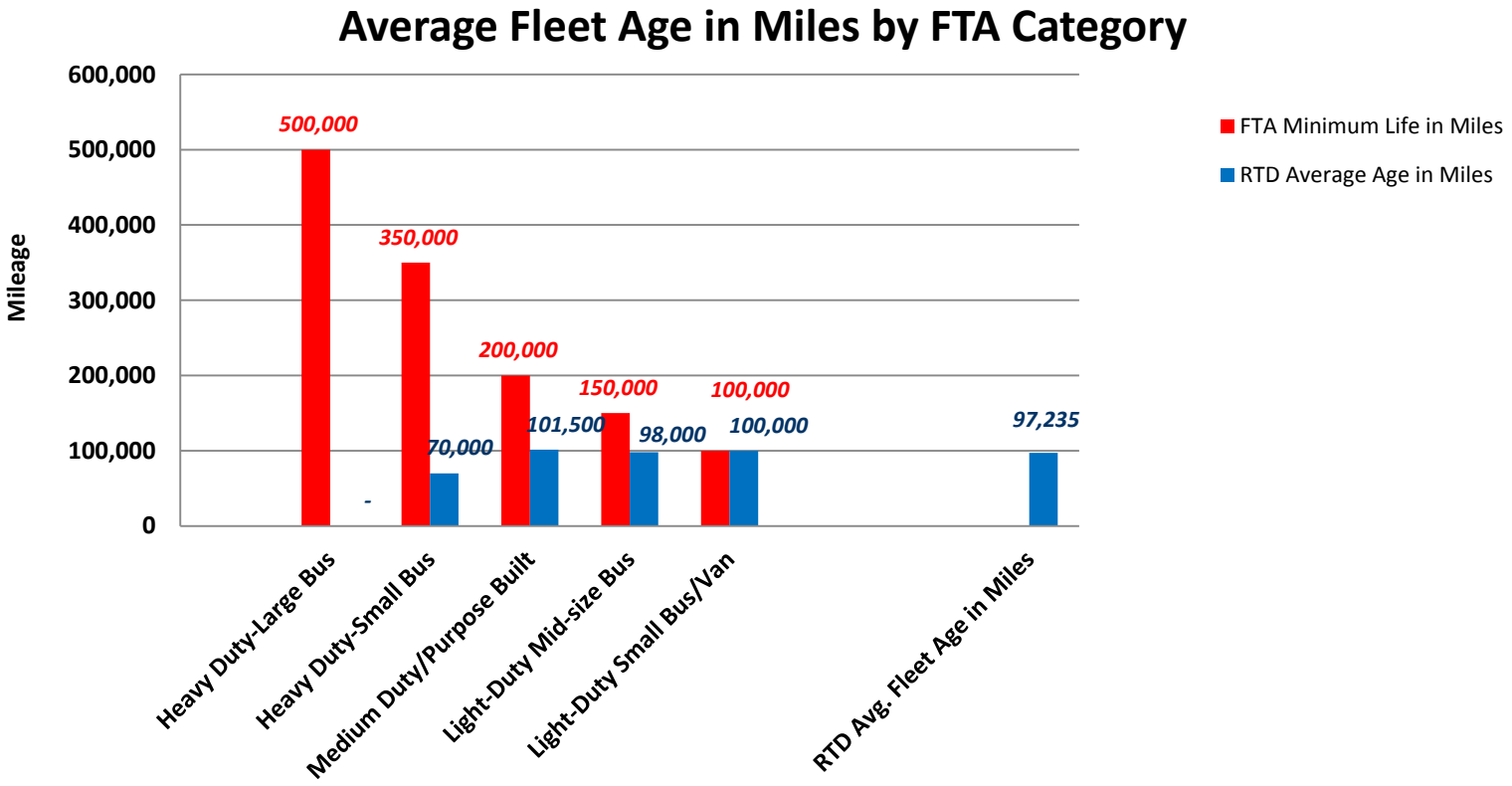


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Spare Vehicles	8	8	8	8	8	8	8	8	8	8	5	5
# Needed to run	27	27	27	27	27	27	27	27	27	27	26	26
Spare Ratio	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%	29.63%	19.23%	19.23%
Recommended	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%

Performance Measure - Fleet:

Average Fleet Age

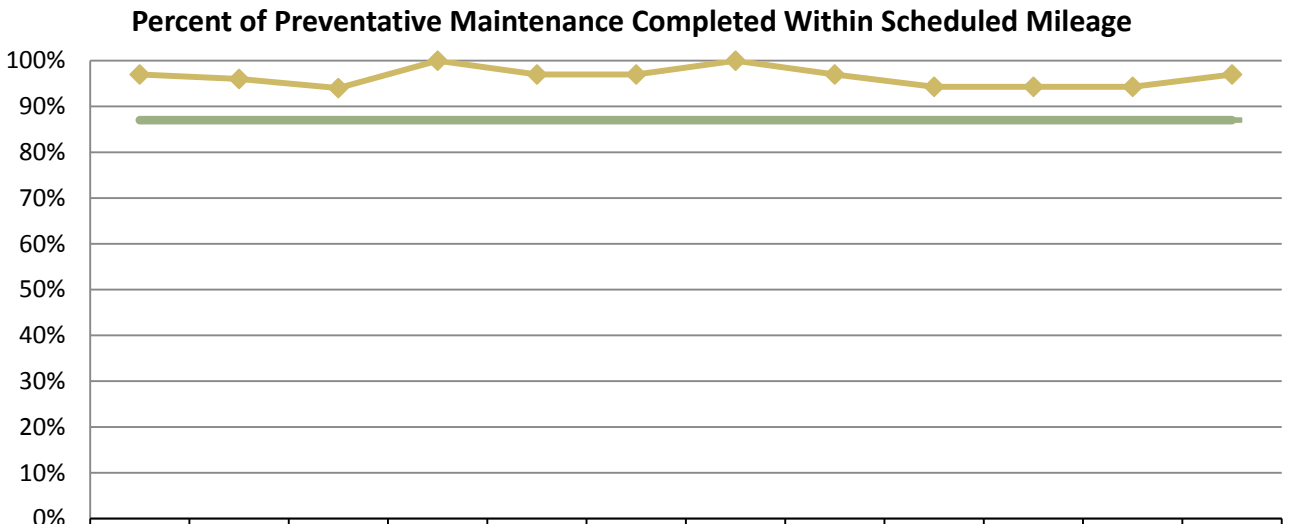
The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.



Performance Measure - Fleet:

Percentage of "On-Time" PM / Inspections

The federal benchmark for the percentage of "on-time" preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer's recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer's recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 5000 mile intervals for the entire fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.



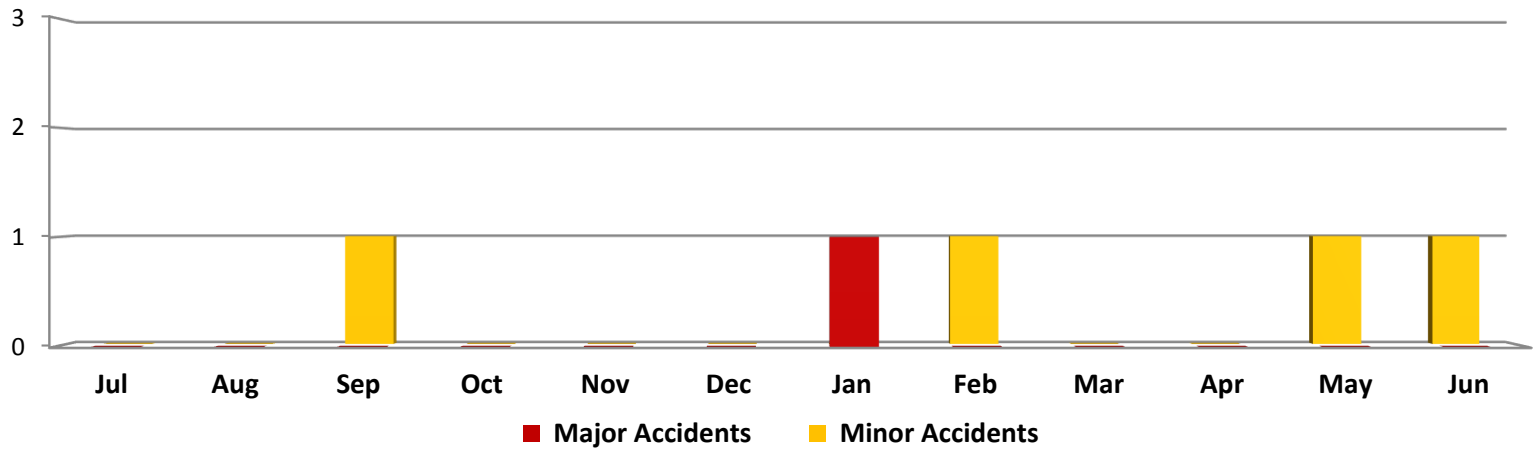
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 12-13 RTD Maintenance	97	96	94	100	97	97	100	97	94.3	94.3	94.3	97
FTA Recommendation	87	87	87	87	87	87	87	87	87	87	87	87

Performance Measure - Fleet:

Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.

Number of Major/Minor Accidents per 84,840 Miles Avg. Driven Monthly



Last Minor Accident - June 21, 2013	**Miles Driven since last Minor Accident - 20,200**
Last Major Accident - January 23, 2013	**Miles Driven since last Major Accident - 535,303**

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. Driver was playing gospel music on the Questa bus radio and would not like to hear it when they ride/addressed with driver, not a problem to turn it off.
2. Driver was speeding on Pojoaque route/appropriate measures taken with driver.
3. Driver missed bus stop request on Riverside route and has to walk back from next stop/addressed with driver.
4. Driver missed passenger at College stop who was wanting to return to El Rito/Apologized to passenger. Addressed with driver and retrained on the route schedule. Passenger was able to get ride home.

		FY 12-13 Number of Complaints				
	Total	Scheduling Errors	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	9	2	4	3	0	0.06%
August	4	1	3	0	0	0.02%
Sept	5	0	5	0	0	0.03%
Oct	6	4	2	0	0	0.02%
Nov	8	5	3			0.05%
Dec	5		5			0.04%
January	3		2	1		0.02%
Feb	3	1	2			0.02%
March	8		5		3	0.05%
April	2	1	1			0.01%
May	4		3		1	0.02%
June	4		4			0.03%
	0					
Total	61	14	39	4	4	

Performance Measure – Customer Relations:

Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Intoxicated individual was refused ride.
2. 2 intoxicated individuals were refused rides.
3. Person was passed out on bus. Woke up on arrival at Santa Fe. Wanted to stay on bus and go back to Espanola. Passenger warned about joy riding.
4. Deer ran out in front of Red River bus. Stopped and deer barely hit bike rack.
5. Passenger passed out and then got off at TA.
6. Intoxicated passenger got on with bottle of water. Told him not to drink it on the bus. He angrily threw it into the trash.
7. Driver reported that a youth stole the spare fuse package off the bus.
8. Intoxicated passenger got on with can of coke. Told them not to drink it on the bus. That person threw it into the trash and splashed up. Person later got on and had liquid dripping from her bag. It was a spilled coke. Was making mess on bus. Driver made her clean it up.
9. Intoxicated person left bus and later was refused due to what appeared to be increased intoxication.
10. Passenger on Chama bus told driver that she had a restraining order against a man who had just boarded. He got off and rode the later bus.
11. Passenger was told not to bring coffee onto bus. He began cussing out driver. Passenger was refused service.
12. Intoxicated person was pan handling on the bus. He exited at next stop.
13. Passenger was cussing on bus. Noticed him passing some pills for money with other passenger. Refused service at next stop.
14. On Tesuque route, a driver was assaulted by a bicyclist as she was pulling up to a stop sign. He reached though the drivers window and grabbed her neck & shoulder. He was upset do to her apparently pulling out in front of him. She reported to supervisor and follow up with law enforcement with report and description. Driver was also coached in emergency response procedures.

Performance Measure – Customer Relations:

		FY 12-13 Number of Customer Incidents				
	Total	Between Driver and Non Rider	Between Riders	Between Driver and Rider	Single Passenger Situation	Percent VS Ridership
July	6	2	4	0	0	0.04%
Aug	9	0	4	5	0	0.05%
Sept	8	0	0	0	8	0.05%
Oct	14	8	3	3	0	0.08%
Nov	8	1	1	5	1	0.05%
Dec	8		1	7		0.06%
Jan	4		1	3		0.02%
Feb	10	1		7	2	0.06%
March	11		1	8	2	0.07%
April	14	2	2	10		0.08%
May	9	1		8		0.05%
June	14	2		12		0.09%
Total	23	2	8	5	8	

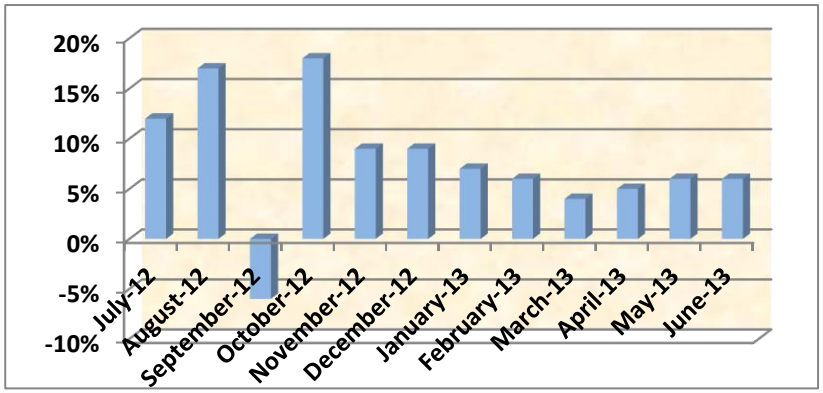
NCRTD Monthly Ridership Summary

June 1, 2013 thru June 30, 2013

Calendar Operating Days

	This Year
Jul-12	21
Aug-12	23
Sep-12	19
Oct-12	22
Nov-12	19
Dec-12	20
Jan-13	22
Feb-13	19
Mar-13	21
Apr-13	22
May-13	22
Jun-13	20

Total Ridership YTD % Change



Monthly System Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	15,653	14,573	1,080	7%
NCRTD Funded	42,332	39,942	2,390	6%
All Systems Funded Total	57,985	54,515	3,470	6%

Year to Date Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	193,027	185,827	7,200	**4%**
NCRTD Funded	461,587	431,941	29,646	**6%**
All Systems Funded Total	654,614	617,768	36,846	6%

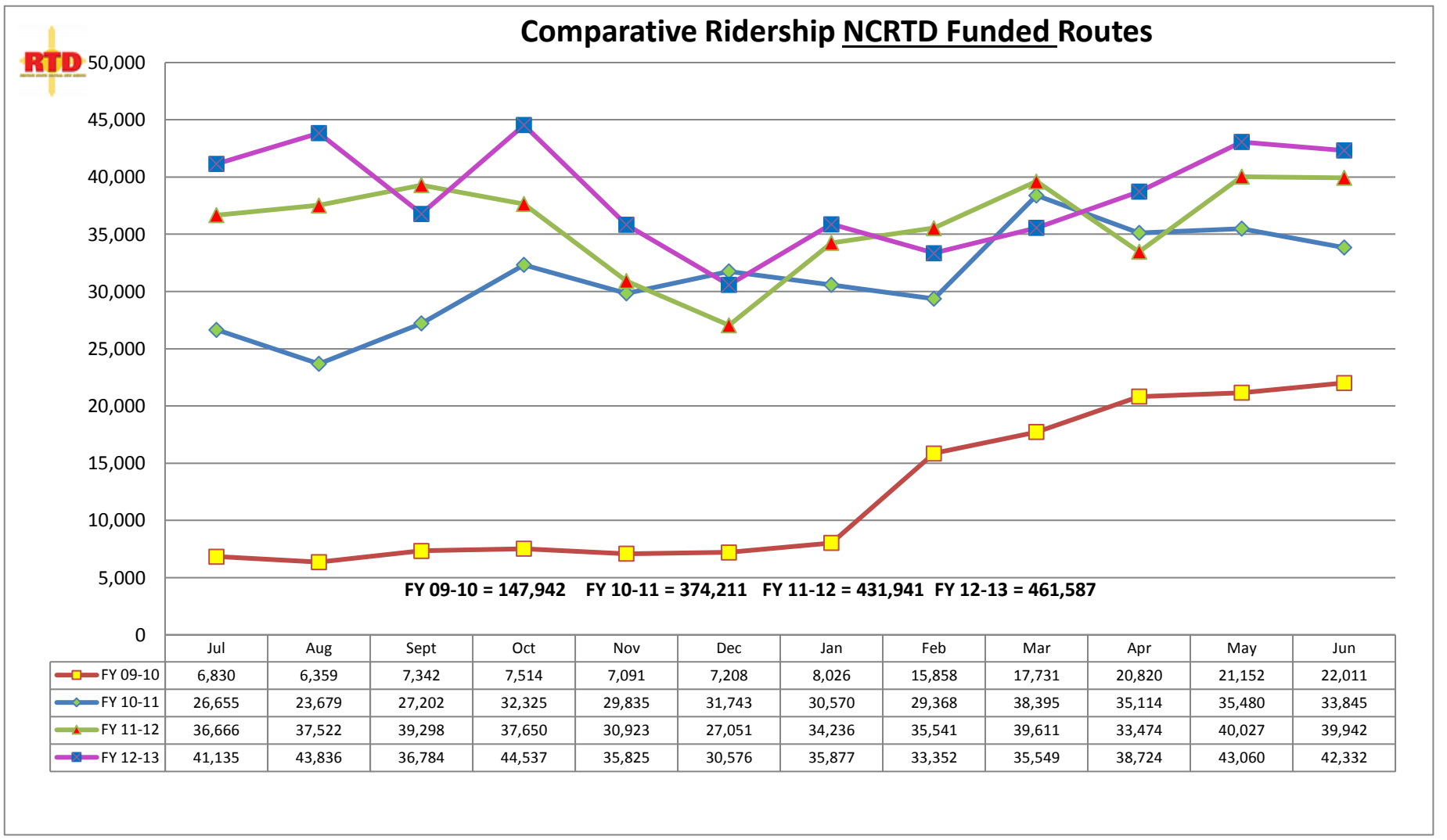
System Daily Averages

	This Year	Last Year	Difference	% Change
NCRTD Operated	783	729	54	7%
NCRTD Funded	2,117	1997	120	6%
Systems Total	2900	2726	174	6%

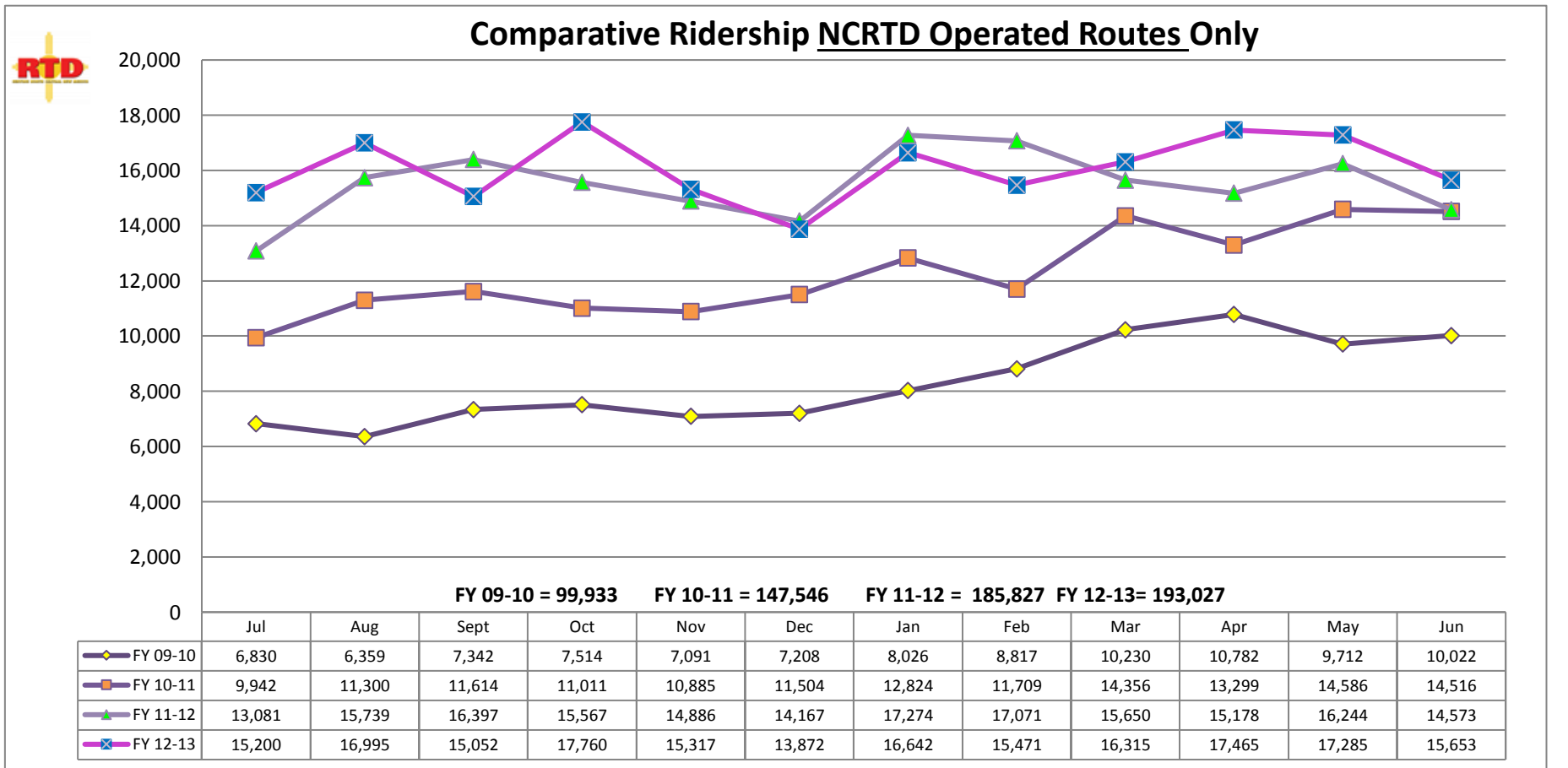
Total Ridership YTD % Change

July-12	12%
August-12	17%
September-12	-6%
October-12	18%
November-12	9%
December-12	9%
January-13	7%
February-13	6%
March-13	4%
April-13	5%
May-13	6%
June-13	6%

Jun-2013
Ridership Report

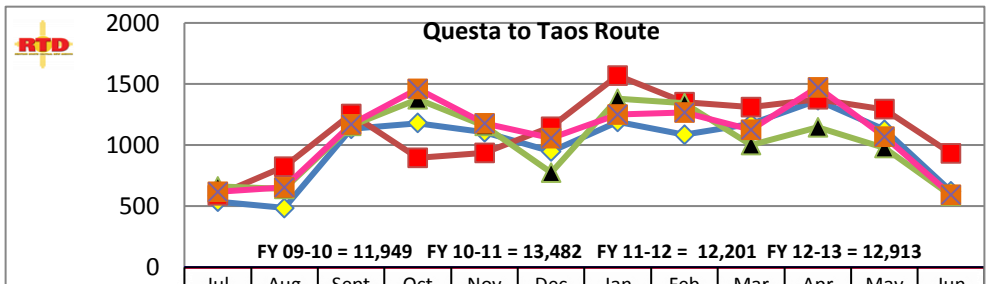


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	15,858	17,731	20,820	21,152	22,011
FY 10-11	26,655	23,679	27,202	32,325	29,835	31,743	30,570	29,368	38,395	35,114	35,480	33,845
FY 11-12	36,666	37,522	39,298	37,650	30,923	27,051	34,236	35,541	39,611	33,474	40,027	39,942
FY 12-13	41,135	43,836	36,784	44,537	35,825	30,576	35,877	33,352	35,549	38,724	43,060	42,332



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	6,830	6,359	7,342	7,514	7,091	7,208	8,026	8,817	10,230	10,782	9,712	10,022
FY 10-11	9,942	11,300	11,614	11,011	10,885	11,504	12,824	11,709	14,356	13,299	14,586	14,516
FY 11-12	13,081	15,739	16,397	15,567	14,886	14,167	17,274	17,071	15,650	15,178	16,244	14,573
FY 12-13	15,200	16,995	15,052	17,760	15,317	13,872	16,642	15,471	16,315	17,465	17,285	15,653

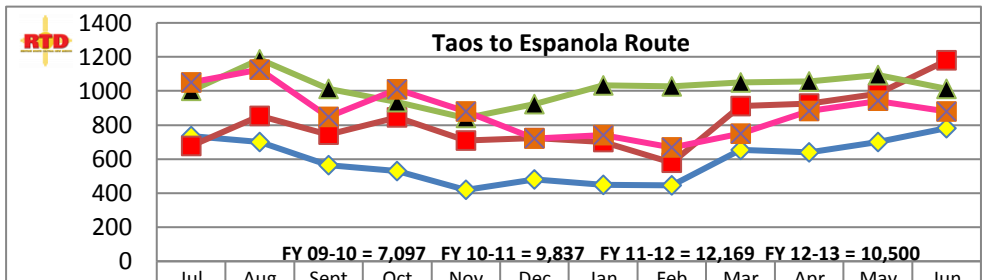
Questa to Taos Route



FY 09-10 = 11,949 FY 10-11 = 13,482 FY 11-12 = 12,201 FY 12-13 = 12,913

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	536	486	1133	1180	1105	947	1191	1085	1175	1367	1124	620
FY 10-11	591	824	1255	894	938	1149	1569	1351	1312	1375	1293	931
FY 11-12	662	642	1158	1376	1157	775	1380	1342	1000	1147	975	587
FY 12-13	616	654	1170	1459	1179	1056	1250	1267	1127	1474	1068	593

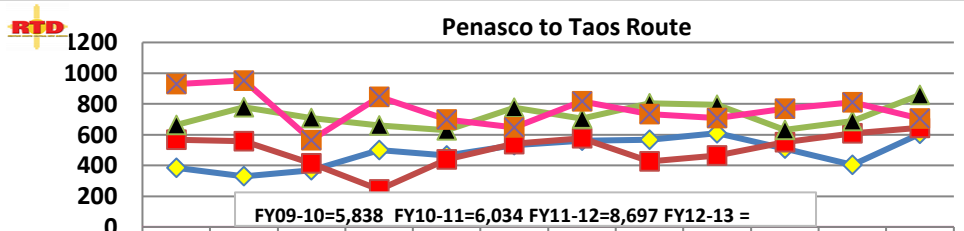
Taos to Espanola Route



FY 09-10 = 7,097 FY 10-11 = 9,837 FY 11-12 = 12,169 FY 12-13 = 10,500

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	734	700	564	529	419	480	450	446	653	639	701	782
FY 11	678	855	744	846	710	723	701	579	912	927	983	1179
FY 12	1002	1186	1012	935	841	922	1033	1028	1050	1055	1093	1012
FY 13	1051	1126	849	1009	879	722	742	668	750	883	942	879

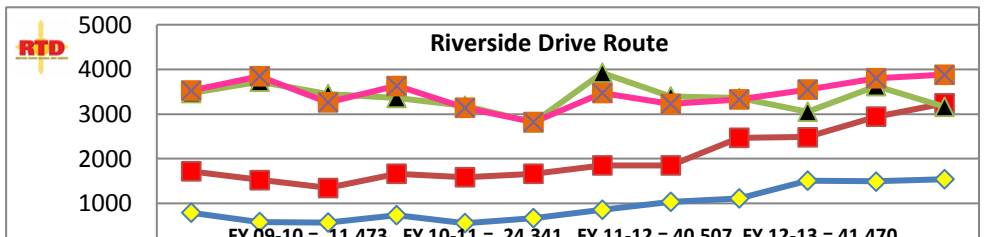
Penasco to Taos Route



FY09-10=5,838 FY10-11=6,034 FY11-12=8,697 FY12-13 =

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	384	329	370	499	466	531	561	568	610	509	404	607
FY 11	568	557	414	243	438	540	577	425	466	552	609	645
FY 12	662	778	709	660	629	776	705	803	796	630	690	859
FY 13	930	953	565	847	700	648	818	735	708	769	812	704

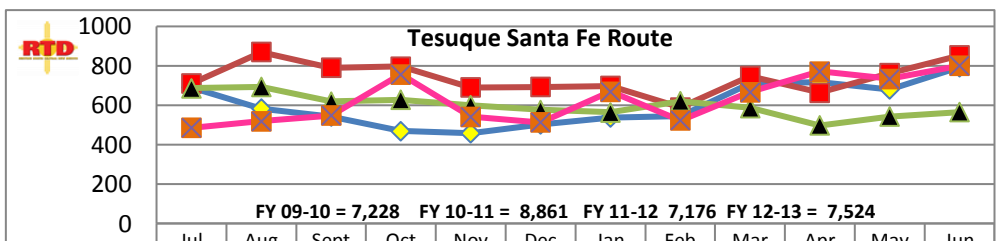
Riverside Drive Route



FY 09-10 = 11,473 FY 10-11 = 24,341 FY 11-12 = 40,507 FY 12-13 = 41,470

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	794	580	576	739	557	667	861	1035	1117	1513	1492	1542
FY 11	1720	1525	1349	1659	1590	1664	1846	1851	2467	2484	2946	3240
FY 12	3474	3720	3447	3357	3185	2813	3921	3395	3356	3051	3630	3158
FY 13	3526	3848	3257	3631	3139	2820	3468	3224	3324	3550	3799	3884

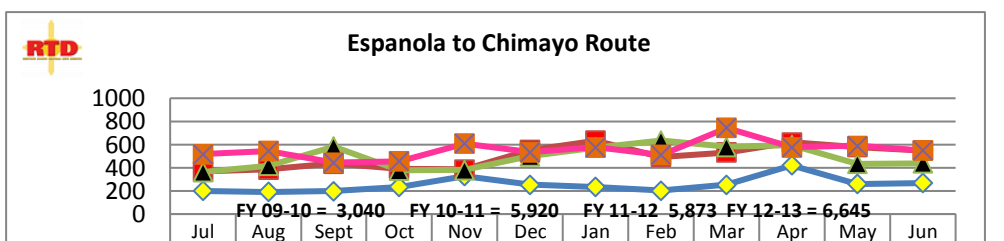
Tesuque Santa Fe Route



FY 09-10 = 7,228 FY 10-11 = 8,861 FY 11-12 7,176 FY 12-13 = 7,524

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	690	582	543	469	458	503	538	545	709	718	680	793
FY 11	710	869	790	796	690	693	698	589	747	664	762	853
FY 12	686	693	619	627	600	576	564	620	586	497	543	565
FY 13	485	519	548	756	541	513	669	522	666	771	734	800

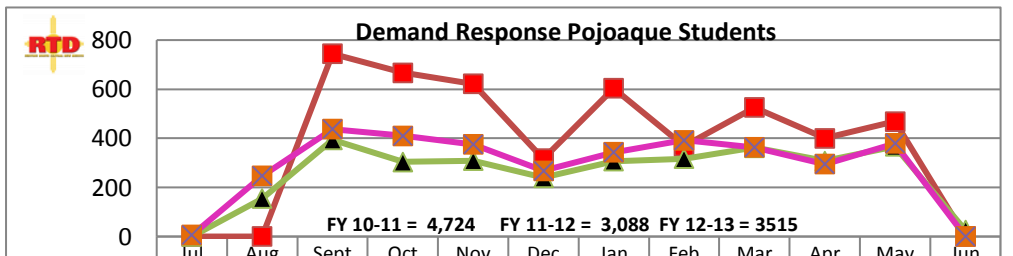
Espanola to Chimayo Route



FY 09-10 = 3,040 FY 10-11 = 5,920 FY 11-12 5,873 FY 12-13 = 6,645

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	201	190	198	234	327	253	235	202	253	420	258	269
FY 11	368	385	436	391	385	552	633	492	532	619	579	548
FY 12	363	416	583	376	381	500	574	635	580	594	434	437
FY 13	517	543	445	455	609	534	576	510	743	576	589	548

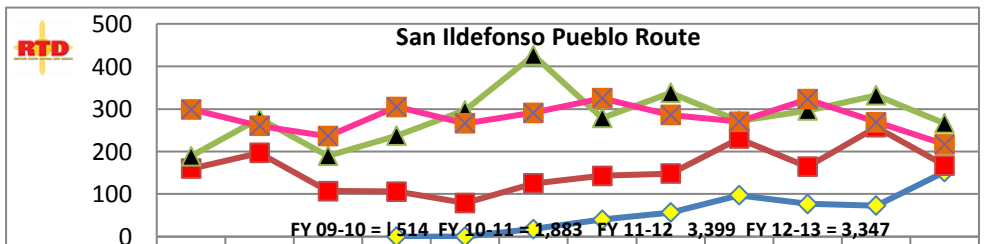
Demand Response Pojoaque Students



FY 10-11 = 4,724 FY 11-12 = 3,088 FY 12-13 = 3515

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11	0	0	744	667	622	317	604	368	525	400	468	0
FY 12	0	154	394	304	309	240	307	317	362	308	367	26
FY 13	6	247	437	410	375	268	343	392	363	295	379	0

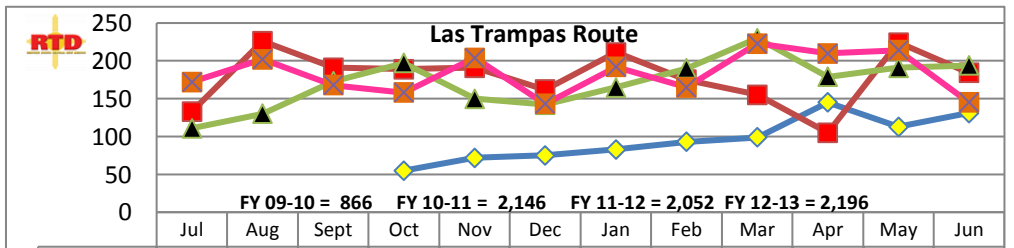
San Ildefonso Pueblo Route



FY 09-10 = I 514 FY 10-11 = 1,883 FY 11-12 3,399 FY 12-13 = 3,347

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10				0	0	18	40	57	97	77	73	152
FY 11	160	197	107	106	79	125	143	148	230	164	257	167
FY 12	189	277	190	237	297	426	279	338	272	296	332	266
FY 13	299	260	236	305	266	291	325	286	270	323	269	217

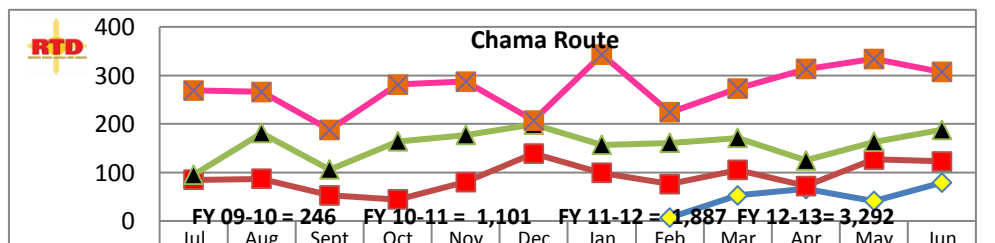
Las Trampas Route



FY 09-10 = 866 FY 10-11 = 2,146 FY 11-12 = 2,052 FY 12-13 = 2,196

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10				55	72	75	83	93	99	145	113	131
FY 11	133	226	191	189	191	162	211	175	155	105	224	184
FY 12	111	130	173	197	150	142	165	190	230	179	191	194
FY 13	172	202	168	158	204	143	192	165	223	210	214	145

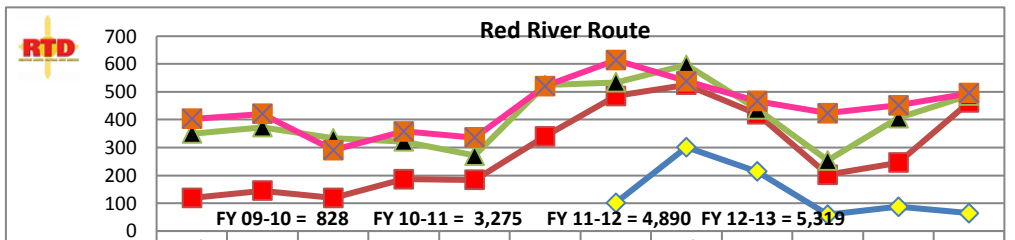
Chama Route



FY 09-10 = 246 FY 10-11 = 1,101 FY 11-12 = 1,887 FY 12-13= 3,292

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								7	53	66	41	79
FY 11	85	87	53	44	80	139	99	76	105	72	127	123
FY 12	95	181	106	164	177	199	157	161	171	125	163	188
FY 13	269	266	188	281	287	207	343	224	273	313	334	307

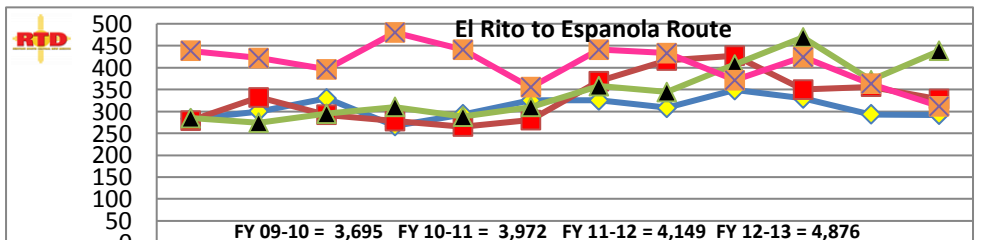
Red River Route



FY 09-10 = 828 FY 10-11 = 3,275 FY 11-12 = 4,890 FY 12-13 = 5,319

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10							101	301	214	59	88	65
FY 11	119	145	119	186	184	340	485	525	420	202	246	462
FY 12	350	373	333	322	272	524	534	597	438	254	406	487
FY 13	403	421	291	358	336	521	614	538	467	423	452	495

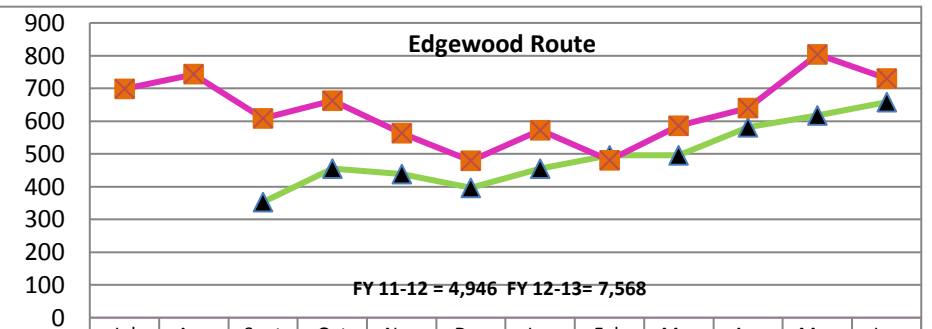
El Rito to Espanola Route



FY 09-10 = 3,695 FY 10-11 = 3,972 FY 11-12 = 4,149 FY 12-13 = 4,876

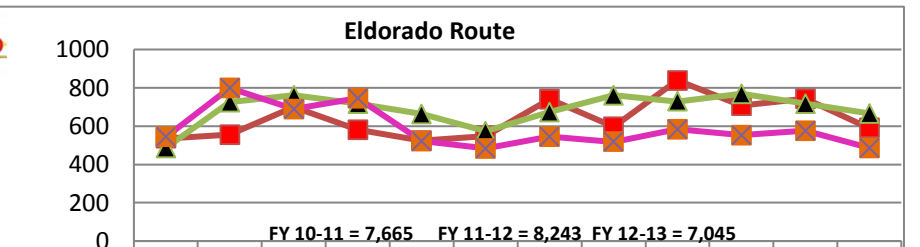
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10	283	300	330	267	293	325	325	308	349	330	293	292
FY 11	279	332	292	278	265	280	369	416	427	350	356	328
FY 12	285	274	295	310	288	310	358	344	407	469	371	438
FY 13	438	422	396	480	441	355	441	433	371	424	363	312

Edgewood Route



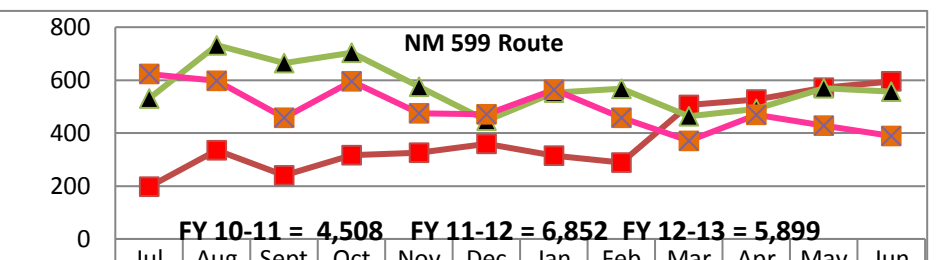
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11-12			353	455	438	396	455	496	496	581	618	658
FY 12-13	699	743	608	663	563	479	572	481	586	640	804	730

Eldorado Route



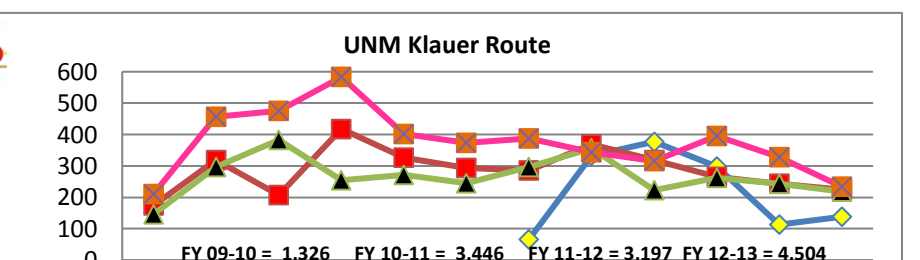
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11	536	556	699	582	524	549	741	597	839	707	744	590
FY 12	486	726	761	718	663	574	673	761	729	769	718	665
FY 13	544	799	689	745	521	484	546	518	584	552	576	487

NM 599 Route



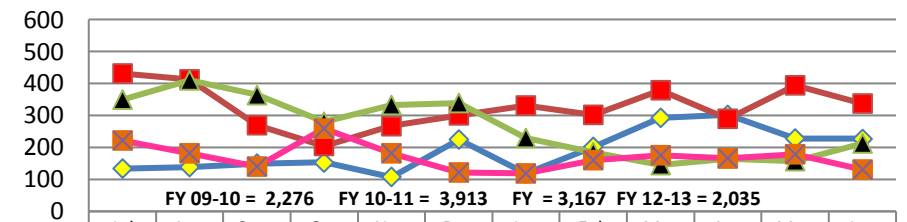
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09 10												
FY 10-11	197	336	241	317	325	360	315	288	507	527	572	595
FY 11-12	530	732	664	703	575	447	553	567	464	491	569	557
FY 12-13	623	598	458	596	475	470	563	458	371	469	429	389

UNM Klauer Route



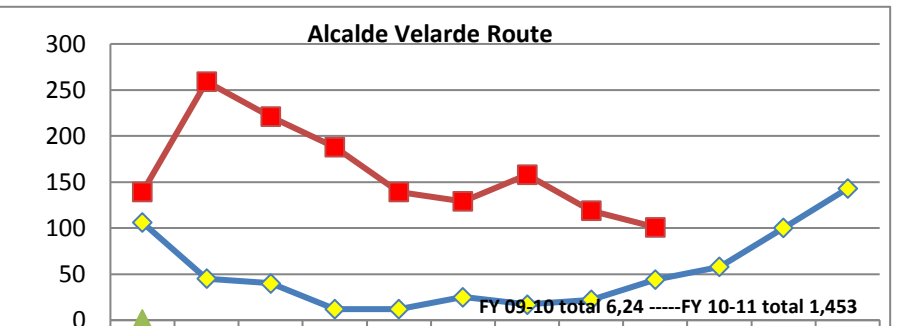
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10							66	332	377	299	113	139
FY 10-11	174	319	207	418	327	293	286	369	319	266	243	225
FY 11-12	146	297	383	254	271	245	297	356	223	263	244	218
FY 12-13	211	457	475	583	401	373	388	343	316	395	328	234

Pojoaque/Nambe Route



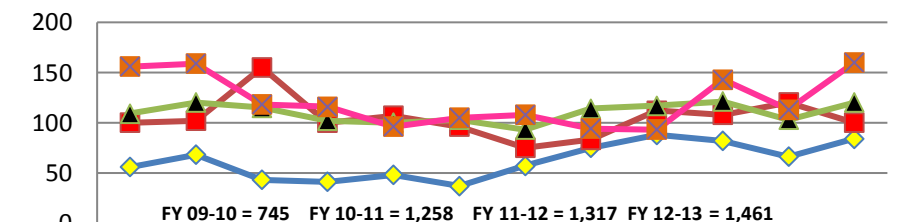
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	134	139	149	153	107	225	118	201	293	302	228	227
FY 10-11	431	412	269	204	267	300	331	301	378	289	394	337
FY 11-12	350	410	364	280	333	338	229	184	145	165	157	212
FY 12-13	221	181	140	259	182	121	119	160	176	166	179	131

Alcalde Velarde Route



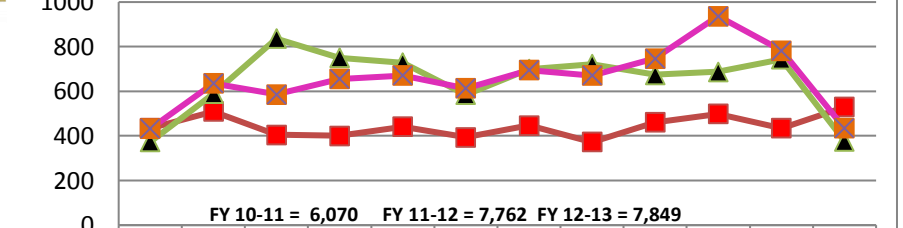
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	106	45	40	12	12	25	17	22	44	58	100	143
FY 10-11	139	259	221	188	139	129	158	119	101			
FY 11-12	1											

Espanola to Los Alamos Route



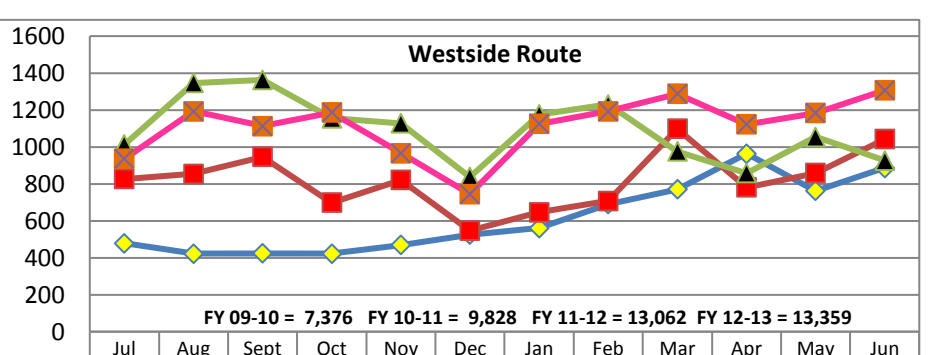
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	56	68	43	41	48	37	57	75	88	82	66	84
FY 10-11	100	102	155	100	107	96	75	83	112	108	120	100
FY 11-12	109	120	115	102	100	103	93	114	117	121	103	120
FY 12-13	156	159	118	116	96	105	108	94	93	143	113	160

Demand Response Route



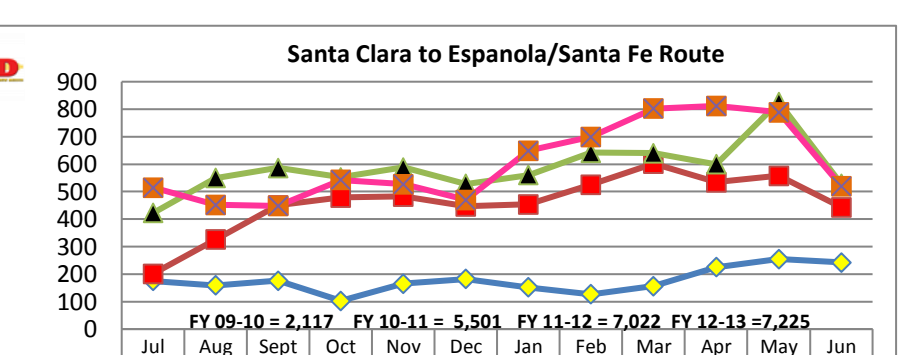
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11	435	509	405	400	441	394	447	372	461	499	434	529
FY 12	373	589	836	750	728	584	699	722	674	687	744	376
FY 12-13	432	636	586	656	670	613	695	671	747	937	782	434

Westside Route



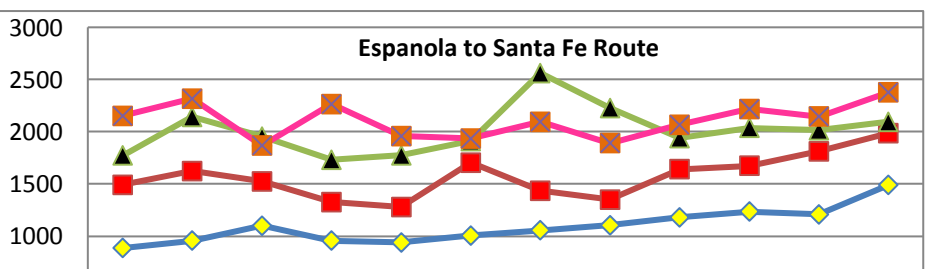
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	479	423	424	423	469	525	561	690	770	964	762	886
FY 10-11	826	854	947	698	821	547	647	708	1098	781	859	1042
FY 11-12	1013	1346	1363	1156	1128	837	1175	1230	975	859	1054	926
FY 12-13	936	1193	1113	1186	966	745	1125	1193	1288	1123	1184	1307

Santa Clara to Espanola/Santa Fe Route

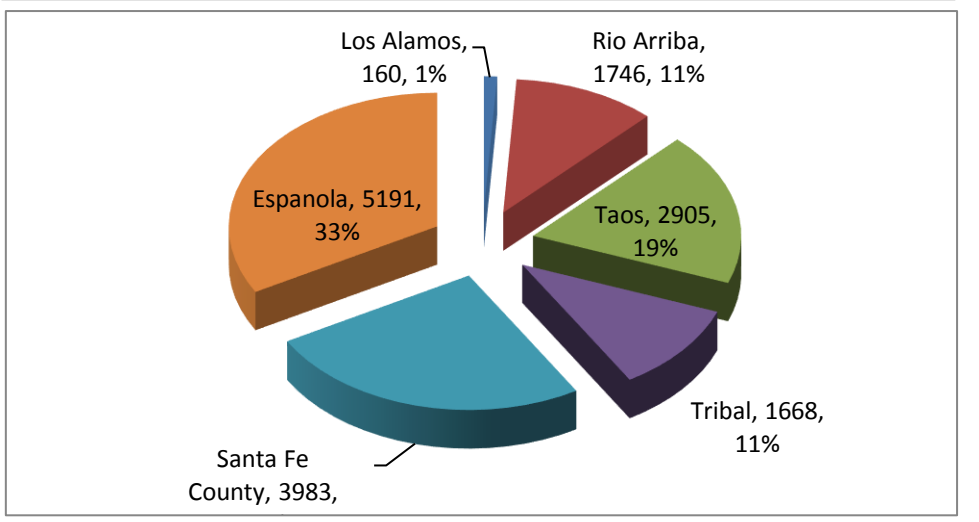


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	175	159	176	103	165	182	152	127	156	225	255	242
FY 10-11	201	326	450	479	482	447	454	525	602	534	558	443
FT 11-12	422	550	586	552	588	528	560	642	640	600	826	528
FY 12-13	515	452	448	542	527	470	649	699	802	812	789	520

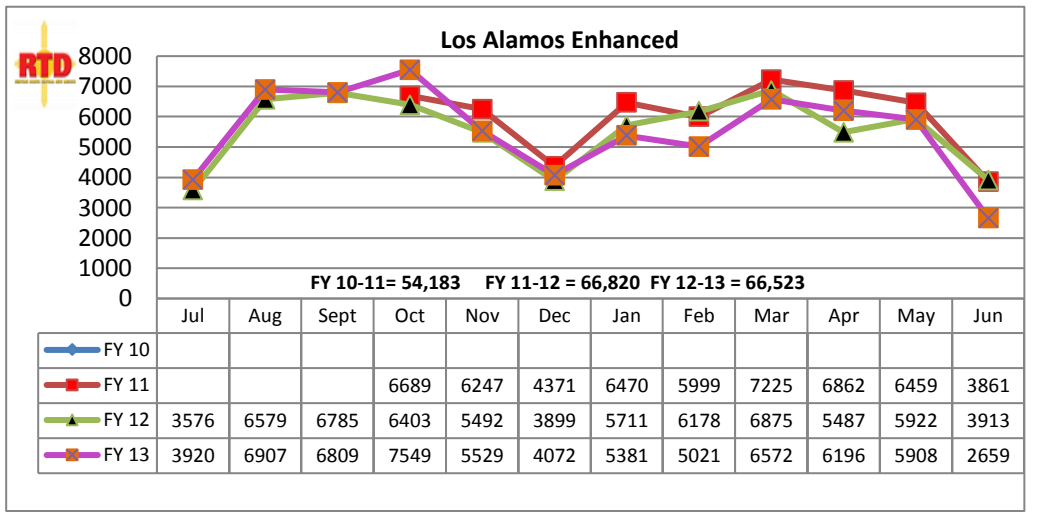
Espanola to Santa Fe Route



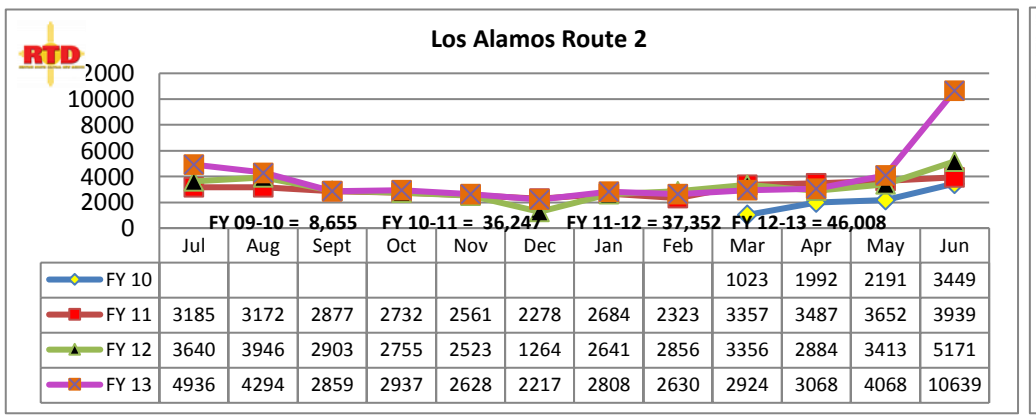
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10	886	956	1102	957	939	1005	1056	1106	1182	1235	1208	1489
FY 10-11	1492	1625	1526	1326	1280	1705	1435	1352	1641	1674	1812	1986
FY 11-12	1773	2144	1953	1732	1776	1912	2563	2229	1939	2037	2016	2096
FY 12-13	2151	2316	1867	2265	1960	1934	2096	1890	2067	2217	2146	2377



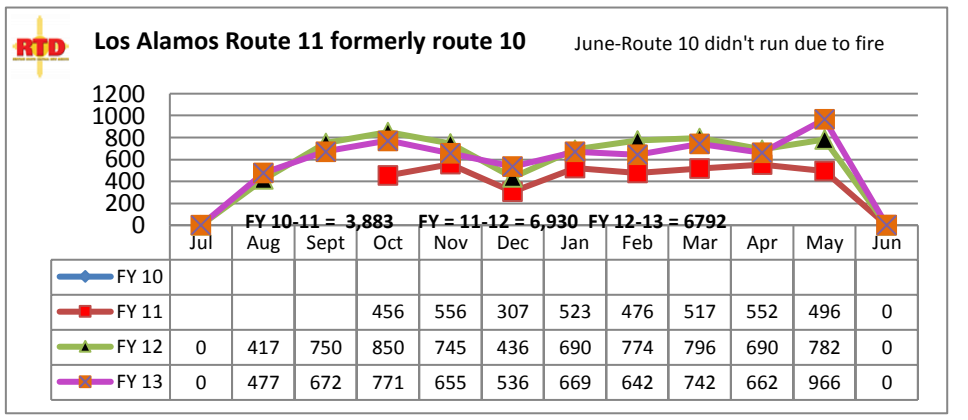
NCRTD Funded Routes - Member Operated



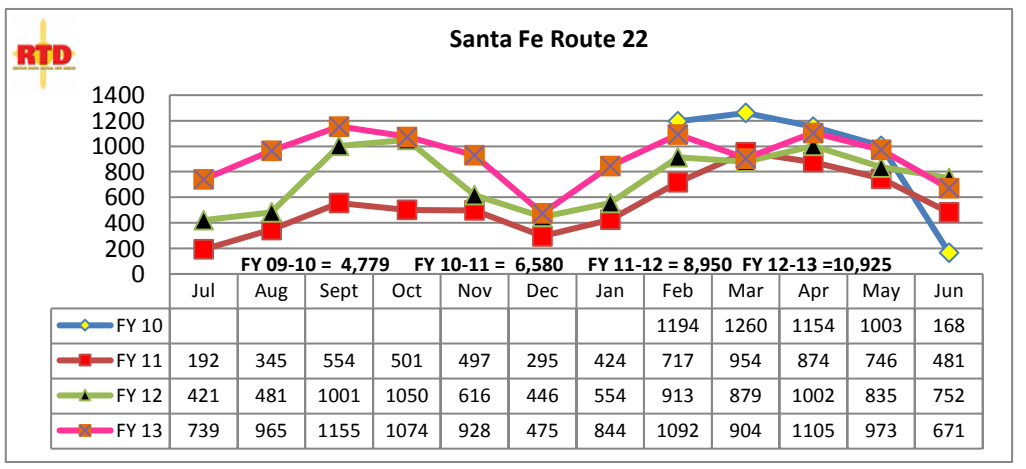
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11				6689	6247	4371	6470	5999	7225	6862	6459	3861
FY 12	3576	6579	6785	6403	5492	3899	5711	6178	6875	5487	5922	3913
FY 13	3920	6907	6809	7549	5529	4072	5381	5021	6572	6196	5908	2659



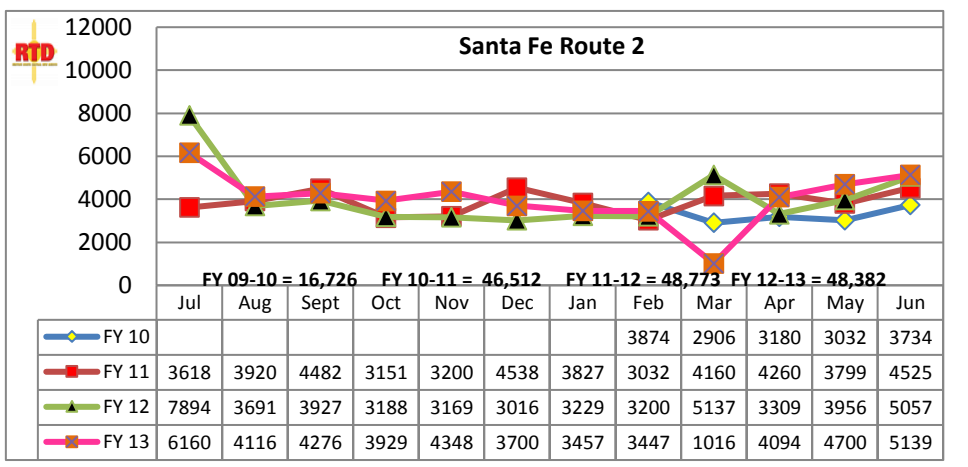
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10									1023	1992	2191	3449
FY 11	3185	3172	2877	2732	2561	2278	2684	2323	3357	3487	3652	3939
FY 12	3640	3946	2903	2755	2523	1264	2641	2856	3356	2884	3413	5171
FY 13	4936	4294	2859	2937	2628	2217	2808	2630	2924	3068	4068	10639



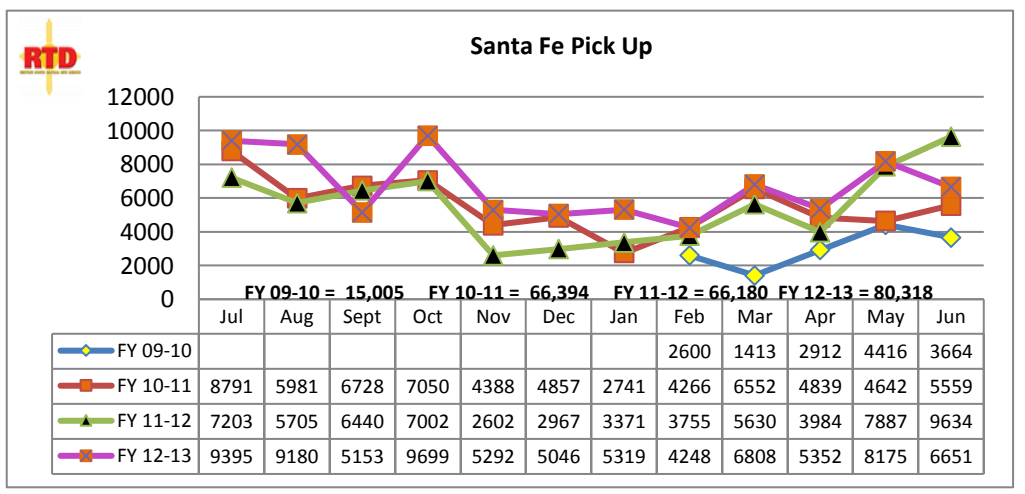
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10												
FY 11				456	556	307	523	476	517	552	496	0
FY 12	0	417	750	850	745	436	690	774	796	690	782	0
FY 13	0	477	672	771	655	536	669	642	742	662	966	0



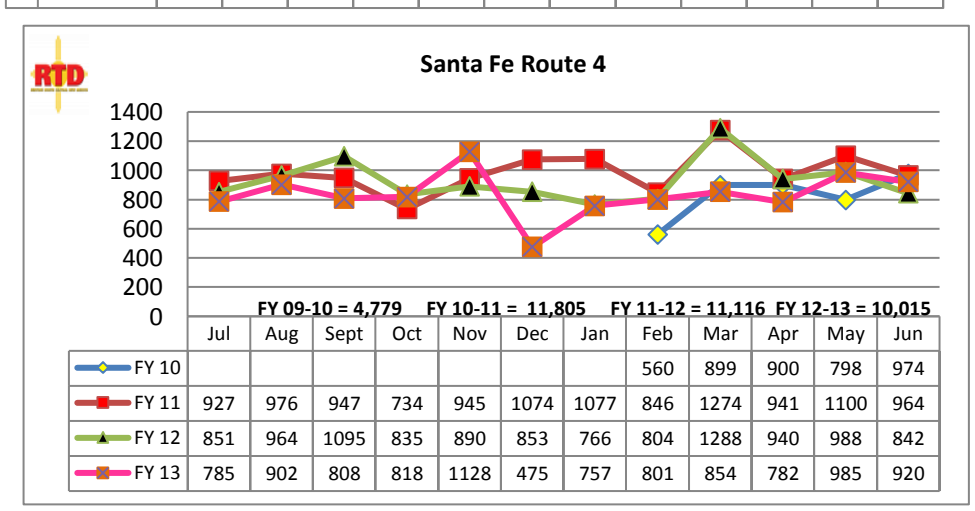
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								1194	1260	1154	1003	168
FY 11	192	345	554	501	497	295	424	717	954	874	746	481
FY 12	421	481	1001	1050	616	446	554	913	879	1002	835	752
FY 13	739	965	1155	1074	928	475	844	1092	904	1105	973	671



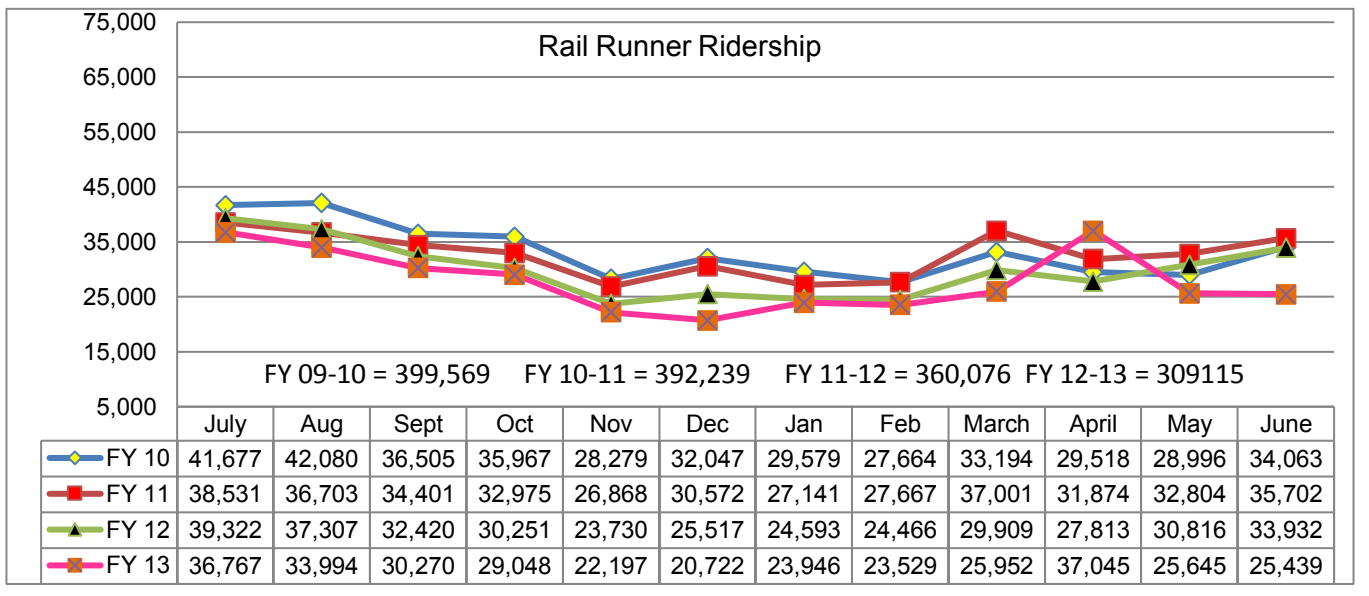
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								3874	2906	3180	3032	3734
FY 11	3618	3920	4482	3151	3200	4538	3827	3032	4160	4260	3799	4525
FY 12	7894	3691	3927	3188	3169	3016	3229	3200	5137	3309	3956	5057
FY 13	6160	4116	4276	3929	4348	3700	3457	3447	1016	4094	4700	5139



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 09-10								2600	1413	2912	4416	3664
FY 10-11	8791	5981	6728	7050	4388	4857	2741	4266	6552	4839	4642	5559
FY 11-12	7203	5705	6440	7002	2602	2967	3371	3755	5630	3984	7887	9634
FY 12-13	9395	9180	5153	9699	5292	5046	5319	4248	6808	5352	8175	6651



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 10								560	899	900	798	974
FY 11	927	976	947	734	945	1074	1077	846	1274	941	1100	964
FY 12	851	964	1095	835	890	853	766	804	1288	940	988	842
FY 13	785	902	808	818	1128	475	757	801	854	782	985	920



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 10	41,677	42,080	36,505	35,967	28,279	32,047	29,579	27,664	33,194	29,518	28,996	34,063
FY 11	38,531	36,703	34,401	32,975	26,868	30,572	27,141	27,667	37,001	31,874	32,804	35,702
FY 12	39,322	37,307	32,420	30,251	23,730	25,517	24,593	24,466	29,909	27,813	30,816	33,932
FY 13	36,767	33,994	30,270	29,048	22,197	20,722	23,946	23,529	25,952	37,045	25,645	25,439